Medicare Remit Easy Print

User Guide

Version 1.9

October 2006

This software was developed by the Centers for Medicare & Medicaid Services (CMS) for use by Medicare providers/suppliers to view and print a Health Insurance Portability and Accountability Act (HIPAA) compliant Medicare 835. Medicare has no liability and takes no responsibility for any other use of this software.

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About Medicare Remit Easy Print

Medicare Remit Easy Print enables you to print Medicare Part B and DMERC HIPAA X12 835v4010A1 files to a format that is similar to the Standard paper Remittances (SPRs).

You can use Medicare Remit Easy Print to

- view MREP Remittance Advices (see page 53)
- search MREP Remittance Advices (see page 71)
- print MREP Remittance Advices (see page 70)
- print reports about MREP Remittance Advices (see page 129).

You can install Medicare Remit Easy Print on a PC or on a network.

For general information about remittances, see the guide for Medicare providers: http://www.cms.hhs.gov/MLNProducts/downloads/RA_Guide_Full_03-22-06.pdf

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What's New

Enhancements

- The MREP Remittance Advice has been modified to accommodate the presence of an NPI value at the 2110 loop and when the submitted (2110.SVC07) and paid units (2110.SVC05) of service are present and differ. Also, when claim line Remittance Advice Remark Code(s) (RARC) are present, they display further into the right on the second line of the claim line.

- The MREP Remittance Advice that is printed from the Claim Detail tab has been modified so that heading information is printed on multiple pages (when multiple pages are present).

- The user has the option to print or suppress the glossary of Remittance Advice Remark Code (RARC) and Claim Adjustment Reason Code (CARC) Update involved with a particular MREP Remittance Advice.

  Note: When the user elects to print the glossary of RARCs and CARCs, they will continue to print on a separate page from the remittance advice.

- An MREP Help online system has been incorporated into the MREP software to give the user the opportunity to look up information regarding the functionality (i.e. reports, search function, etc.) of the software rather than referring to the MREP User Guide.

- A user has the capability to automatically import 835v4010A1 remit files when the MREP application is invoked.

- The list of Remittance Advices that display in the top half portion of the MREP main screen has been modified to include a new field, Payee ID (1000B.N104).

- The Search Tab has been modified to allow the user to search on a Rendering NPI value (2110.REF02 value when 2110.REF01 = HPI).

- The following reports are new or have been updated:

  - Deductible Report: This new report only displays those claim lines that have deductible dollar amounts greater than zero. It also displays either the Rendering NPI or the Rendering Provider Number.
  - Other Adjustments Report: This new report displays claims that have Late filing and Interest, and the remittance advices that have Withholding and Forwarding Balances.

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- Non-COB Claims Report: This new report displays claims that did not cross over. These claims do no have the value of 19, 20 or 21 in the 2100.CLP02 data field.
- Adjusted Service Line(s), Deductible Service Line(s), Coinsurance Service Line(s), Deductible/Co-Insurance Service Line(s) and Denied Service Line(s) Reports: These existing reports have been modified to display either the Rendering NPI or the Rendering Provider Number.

Corrected Issues

- The MREP software has been updated so that when a user chooses to resize his/her screen, the screen resizes correctly.

- The MREP software is being updated to correctly account for the dollar amounts in the claim and remit total adjustments when a CR and/or PR group code is present.

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Differences between Medicare Remit Easy Print Remittance Advices and Shared System SPRs

It is important to understand that the Medicare Remit Easy Print Remittance Advice is a representation of the HIPAA 835v4010A1 transaction data. Although CMS has attempted to make the Medicare Remit Easy Print generated Remittance Advicevery similar to the Shared System Maintainer generated SPR (received via mail), the printed information and data content at times may differ. So, the two can be compared as long as there is an understanding of why they differ.

For example, the 835v4010A1 transaction data contains reversal (mother) claim information and, in turn, the Medicare Remit Easy Print Remittance Advice displays this information and uses it in the calculation of the entire remittance "totals". The CMS systems that create the file for the SPR received via mail have the ability to "net" the claim information for adjustments prior to generating the SPR. The 835v4010A1 transaction has no facility to convey the information to allow MREP to "net" the claim information for adjustments prior to generating the Medicare Remit Easy Print Remittance Advice and, therefore, must do a complete back-out of the original claim and "build" a new "adjusted" claim with the modified information.

Item	Medicare Remit Easy Print	Shared System
Adjustments	You must calculate the net. For example: Claim #1 Provider Paid 000000000001000 (orig) -$100.00 000000000001001 (adjst) $80.00 You calculate: Provider Paid -$20.00 (overpaymt) Claim #2 Provider Paid 000000000002000 (orig) -$100.00 000000000002001 (adjst) $150.00 You calculate: Provider Paid $50.00 (underpaymt)	The net was calculated for you. For example: Claim #1 Provider Paid 000000000001001 -$20.00 Claim #2 Provider Paid 000000000002001 $50.00
PREV PD	Always blank	Is calculated for you
General Messages for Suppliers/ Providers (Provider Bulletin Board)	Not displayed	Is displayed

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About This Guide

All personal health information has been replaced with fictitious information.

To use this guide, you need to have a working knowledge of Microsoft Windows.

For example, you need to know how to:

- access your desktop
- use the Start menu
- use Microsoft Windows Explorer.

You also need to know common Microsoft Windows terminology. For example, Start > Programs refers to the Programs option on the Start menu.

Need Assistance?

If you need assistance, please contact:

Email	**Your Medicare contractor**
Phone	**Your Medicare contractor**

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PC Requirements

Recommended speed: 2.0 GHz or faster

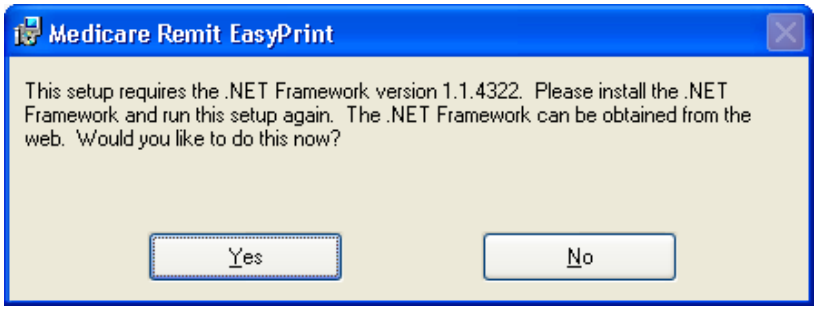
Operating System Requirements

Recommended: Windows XP

Others: Windows 98 SE
Windows 2000
Windows NT

.NET Framework: 1.1.4322 (*On the Microsoft web site this is referenced as 1.1*)

This application uses Visual Basic.Net, a Microsoft compatible language, and like many applications that require a MS Windows platform, a .NET framework is required. More than likely you already have a version of the .NET framework on your PC. In order to use this application, you must have .NET framework version 1.1.4322 or a later version installed on each PC that will be using this application. If you do not have this framework installed, you may receive a message similar to the following while installing the application:



By clicking yes—and if you have access to the internet—you will be redirected to the Microsoft web site to download the .NET framework 1.1 (same as the 1.1.4322 version referenced in the message). It is not recommended that you download a beta version of the .NET framework if you are presented with this option on the Microsoft web site.

Outside of the application installation process, you may also use the following link to transport directly to the location on the Microsoft web site to download the 1.1 .NET framework version:
http://www.microsoft.com/downloads/details.aspx?FamilyId=262D25E3-F589-4842-8157-034D1E7CF3A3&displaylang=en

If you want to learn more about the 1.1 .NET Framework version and/or determine if you need to install this version, you may use the following link:

http://msdn.microsoft.com/netframework/downloads/howtoget.asp

Please follow the directions within the web site when using this link.

If you do not have access to the internet and you receive a message to update your .NET framework, you will have to obtain a copy of the .NET framework from Microsoft. The Medicare Remit Easy Print application will not work without the appropriate .NET framework installed on each machine accessing the application.

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Decompression Application:

To download the Medicare Remit Easy Print program from your Medicare carrier's web site, you must have the following:

- Access to the internet.
- WinZip or a compatible decompression application to extract files. If you do not have a decompression application then you can go to a number of web sites to acquire one (For example: http://www.winzip.com/downwzeval.htm.)

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How Does Medicare Remit Easy Print Get Medicare Remittance Info?

You have to import Medicare remittance information into Medicare Remit Easy Print. For more information about importing, see *How to Import the HIPAA 835 File* on page 47.

The files that you import are the ANSI files. For more information about the format of these files, see Appendix A: Remittance Advice/ HIPAA 835 Segment Field Crosswalk on page 136.

When Medicare Remit Easy Print reformats and saves a copy of an HIPAA 835 file, it is called the Import file. For information about how EasyPrint names the Import files, see *Import File Name Format* on page 46.

Medicare Remit Easy Print keeps all of the Import files in the Import folder in the Medicare Remit EasyPrint directory.

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Information for Administrators

The Network Installations and PC Installations sections are for administrators.

Medicare Remit Easy Print can be installed on a PC or network.

Network Installations

Medicare Remit Easy Print Directory

There must be sufficient space on the network to save the Import file(s).

The Medicare Remit Easy Print software takes about 3000 KB.

Users must have Read/Write access to the directory where the software is installed because the software creates files and saves them using the user's security privileges to the directory.

Medicare Remit Easy Print Access

If you need to make Medicare Remit Easy Print available to all users who log on, you need to indicate this during the installation procedure.

Code Group MSI file

When installing the application on a network, each PC that accesses the application must have installed the Code Group MSI file.

Pre-Installation Checklist for Installation on a Network

Before you install Medicare Remit Easy Print, you need to complete these steps:

Step	Description	Completed ✓
1	Check that the network, all PCs, and printers meet all requirements.	
2	Check that you are using one of the supported operating systems.	
3	Find out where the Medicare Remit Easy Print installation software is located. The file name is: Medicare Remit Easy Print.msi Write the location here:	

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4	Find out where the Medicare Remit Easy Print Code Group .msi file is: The file name is: CodeGroup.msi Write the location here: **Note:** The CodeGroup.msi must be installed on all PCs executing EasyPrint from a network location or any PCs that access network locations from within the application. When installed on a network drive, only the EasyPrint shortcut and the CodeGroup.msi package need to be installed on PCs executing the application. There is no need to install the application on each individual PC. In order for each client PC to access the application: From the client PC, navigate to the network location where Medicare Remit Easy Print is installed, right click on the EasyPrint.exe file, and select "create shortcut". This shortcut can then be copied to the desktop of the client PC. This step is necessary in the event the network drive mapping is different on the client PC.	
5	Create a folder called HIPAA 835 files and make sure that all users know the location. This folder must have adequate security for PHI. Write the location for the HIPAA 835 files here:	
6	Create a directory on the server for the Medicare Remit Easy Print installation. This directory must have adequate security for PHI.	

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Installing Medicare Remit Easy Print on a Network

When you install Medicare Remit Easy Print on a network:

- install Medicare Remit Easy Print on the network
- install the Medicare Remit Easy Print Code Group on *every* PC accessing the application.

Before You Install Medicare Remit Easy Print on a Network

Before you install Medicare Remit Easy Print:

- complete the Pre-Installation Checklist for installation on a network.

How to Install Medicare Remit Easy Print on the Network

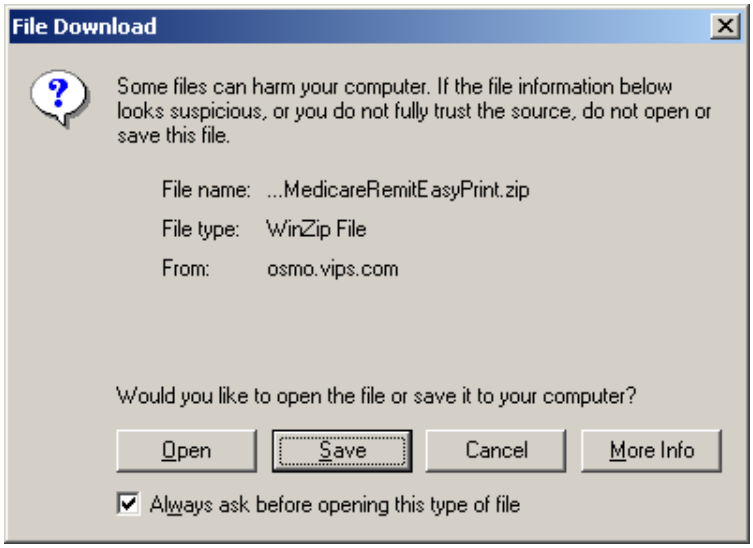
Download Instructions

On your carrier's website, select:

Important!
If this download cannot get past your network firewall, please contact your Medicare carrier.

1. Medicare Remit Easy Print link

2. Click the Medicare Remit Easy Print zip file. The File Download window opens.



3. Click the Open button. The WinZip window opens:

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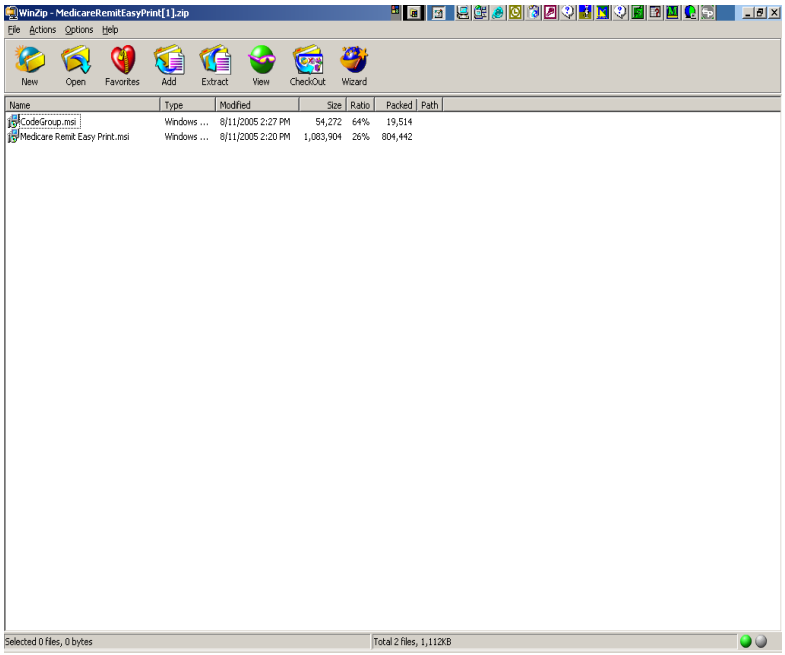
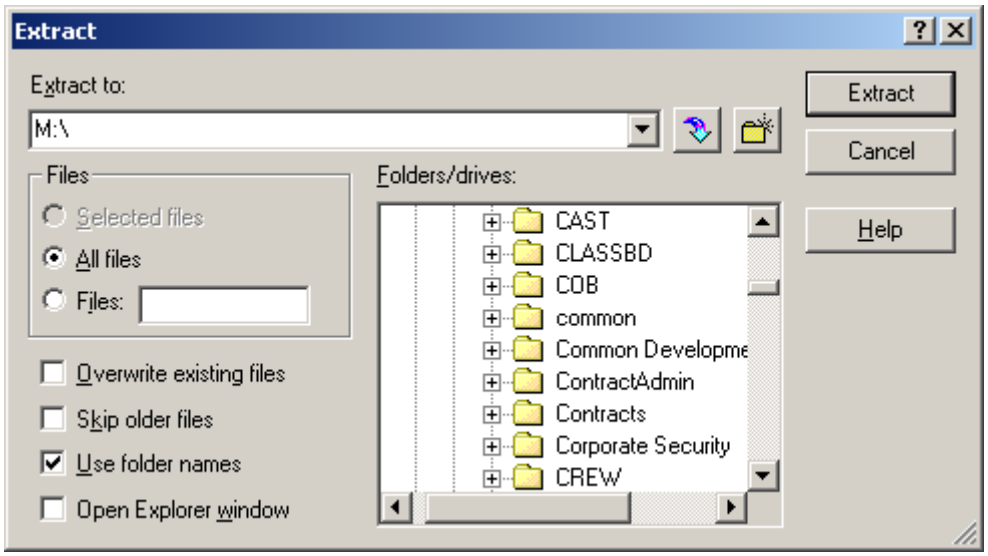


4. To extract the file to the network, highlight CodeGroup.msi and click the Extract button. The Extract window opens:



5. Select the directory on your network where you want the CodeGroup.msi file to be stored. Click the Extract button. You will return to the WinZip window.
6. On the following line, write the name of the folder where you saved the CodeGroup.msi file:

   _____

7. Highlight the MedicareRemitEasyPrint.msi file and click Extract.
8. Select the same location on your network where you saved the CodeGroup.msi file. Click the Extract button.

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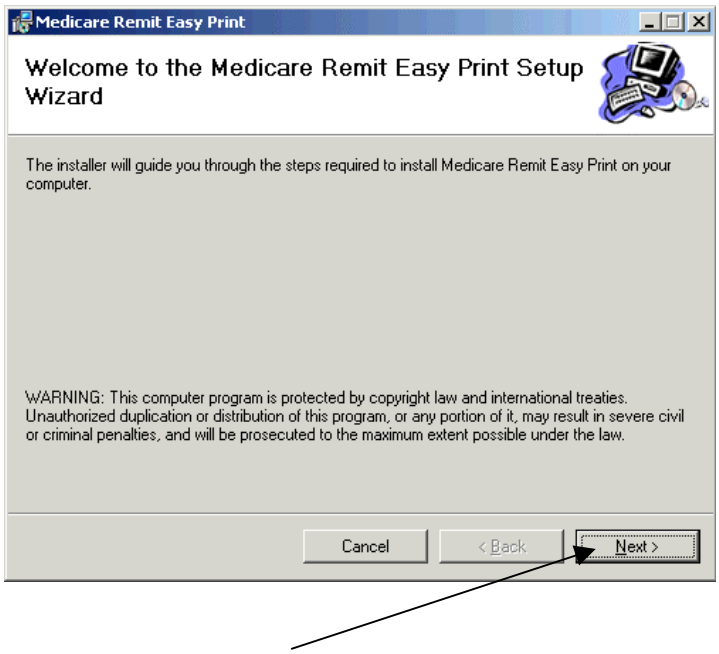
Installation Instructions

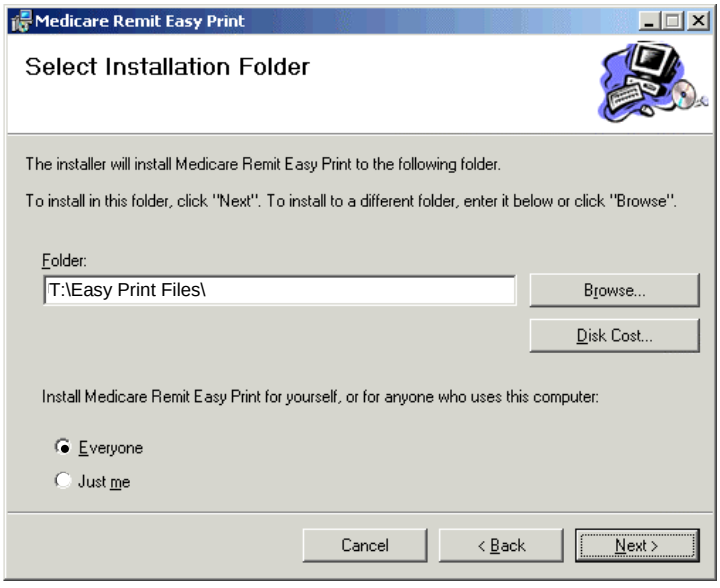
1. Make sure you know the location of the Medicare Remit Easy Print .msi file (Step 3 of the Pre-Installation Checklist – page 14).
2. Open Microsoft Windows Explorer and find the Medicare Remit Easy Print .msi file.
3. Double-click the Medicare Remit Easy Print .msi file:

The Medicare Remit Easy Print Setup Wizard opens:



7. Click the Next button.

The Select Installation Folder window opens.



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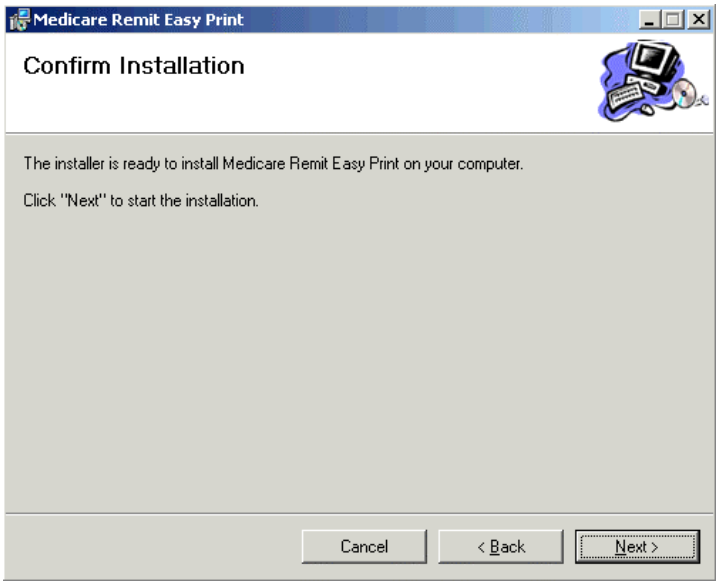
8. Browse for the network location for the install. This will be where the application and all the associated files will be stored.
9. On the following line, write the location where you are saving the application and where all of the associated folders and files will be saved:

   _____

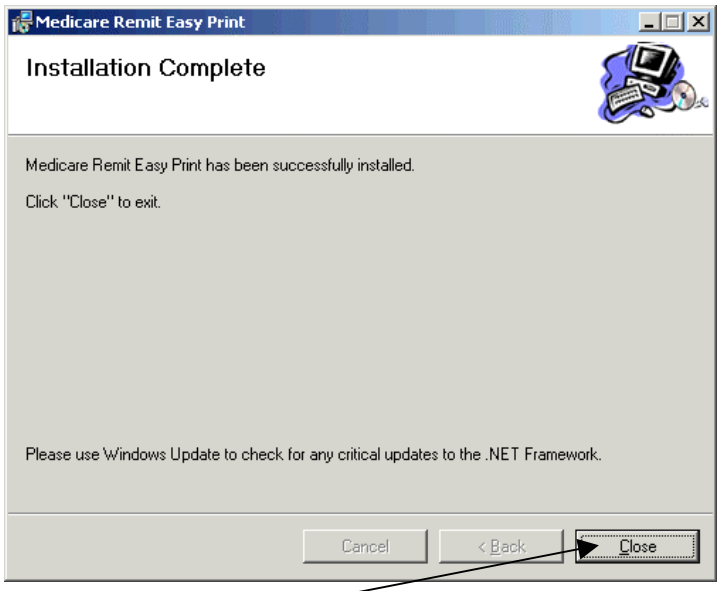
10. Select Everyone and click the Next button.

    The Confirm Installation window opens:



11. Click the Next button

    When the installation is finished, the Installation Complete window opens:



12. Click the Close button.

Best Practice:
Make the shortcut to the Medicare Remit Easy Print executable available to all users.

The Medicare Remit Easy Print shortcut is available in the Medicare Remit Easy Print directory. Copy this shortcut to your desktop.

Important!
You must install the Medicare Remit Easy Print Code Group on each PC.

13. Complete the Medicare Remit Easy Print Code Group installation on each PC.

What Happens During the Installation Process?

The following items are created and placed in the directory you designated under the Medicare Remit Easy Print folder in Step 8 of the Installation Instructions:

- EasyPrint.exe
- Easy Print icon - shortcut
- Import folder - where all active converted HIPAA 835 files will be stored
- Archive folder - where all inactive converted HIPAA 835 files will be stored. (Inactive files are files not currently viewed in the application.)
- Report Export folder - where all exported Report files will be stored
- Resource folder - internal folder to application

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Installing the Medicare Remit Easy Print Code Group on the PC

After you install the Medicare Remit Easy Print application on the network, you must install the Easy Code Group .msi file on *every* PC that needs to access the application.

How to Install the Medicare Remit Easy Print Code Group

1. Make sure you know the location of the Medicare Remit Easy Print Code Group file (Step 4 of the Pre-Installation Checklist – page 14).
2. Open Microsoft Windows Explorer and find the Medicare Remit Easy Print Code Group .msi file.
3. Double-click the Medicare Remit Easy Print Code Group .msi file:

The installation completes without opening any windows or displaying any messages.

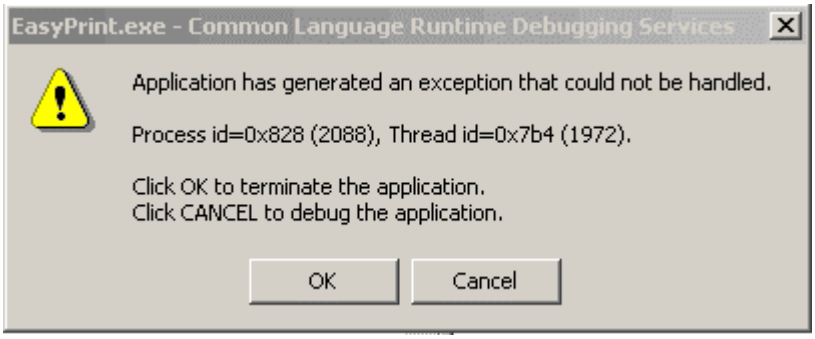
How to Know that the Medicare Remit Easy Print Code Group Install Completed Successfully

If the installation DID complete successfully, the PC user can open Medicare Remit Easy Print.

If the installation DID NOT complete successfully, the PC user cannot open Medicare Remit Easy Print and sees this message:

Hint:
If you see this error message on the PC, you need to install the Medicare Remit Easy Print Code Group.

You need a minimum screen resolution of 1024 X 768.



Have the user click OK and install the Medicare Remit Easy Print Code Group again.

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PC Installations

Medicare Remit Easy Print Setup Software

For users to load the software on their PCs, they must know the location of the Medicare Remit Easy Print Setup file.

Best Practice: Create a folder called HIPAA 835 files to store your 835 files, and make sure that all users know the location.

The file name is:

Medicare Remit Easy Print.msi

HIPAA 835 File Location

Users must know the location from which to download the HIPAA 835 file they receive from their Medicare carrier.

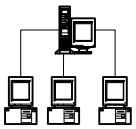
Medicare Remit Easy Print Directory

There must be sufficient space on the PC for Medicare Remit Easy Print to save the Import file(s).

The Medicare Remit Easy Print software takes about 3000 KB. The size of the Import file(s) is dependent upon the number of claims found in the HIPAA 835 file.

Medicare Remit Easy Print Access

The default for installing Medicare Remit Easy Print is to have it be accessible only to a single user on a PC.



Getting Started

To get started:

1. Complete the Pre-Installation Checklist (page 23).
2. Install Medicare Remit Easy Print on your PC (page 23).

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Pre-Installation Checklist for Installation on a PC

Before you install Medicare Remit Easy Print, you need to complete these steps:

Step	Description	Completed ✓
1	Check to be sure that your PC and printer meet all requirements.	
2	Check to be sure that you are using one of the supported operating systems.	
3	Find out where the Medicare Remit Easy Print install file is located. The file name is: Medicare Remit Easy Print.msi Write the location here:	
4	Find out where the HIPAA 835 files are located. Write the location here:	

Installing Medicare Remit Easy Print

Before You Install Medicare Remit Easy Print

Before you install Medicare Remit Easy Print:

- Complete the Pre-Installation Checklist.

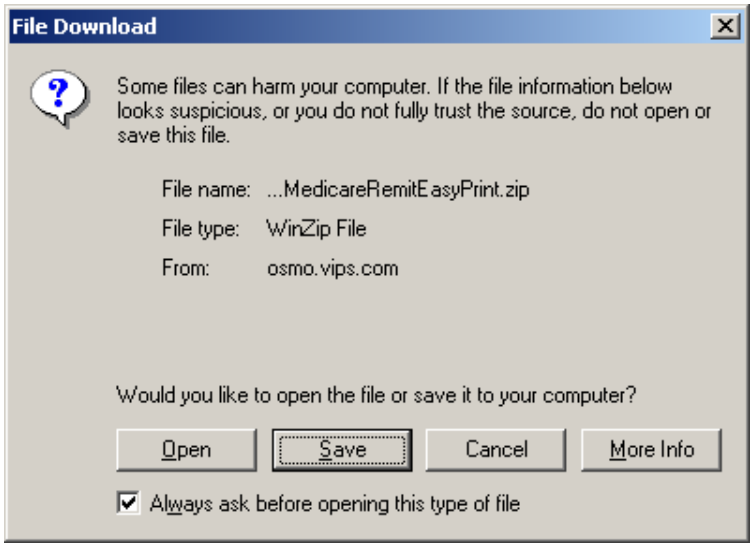
How to Install Medicare Remit Easy Print on Your PC

Download Instructions

On your carrier's website:

Important!
If this download cannot get past your PC security settings, please contact your Medicare carrier.

1. Select the Medicare Remit Easy Print link.
2. Click the Medicare Remit Easy Print zip file. The File Download window opens.



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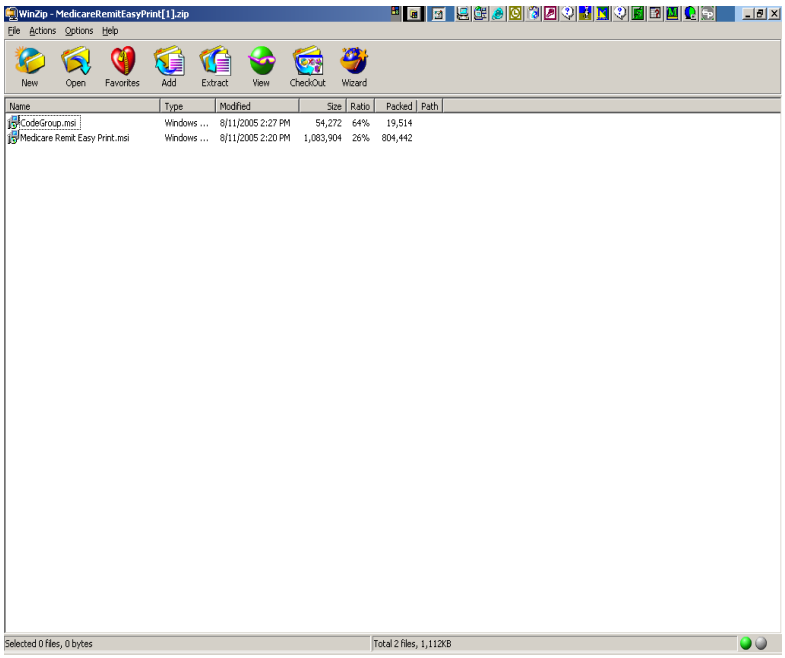
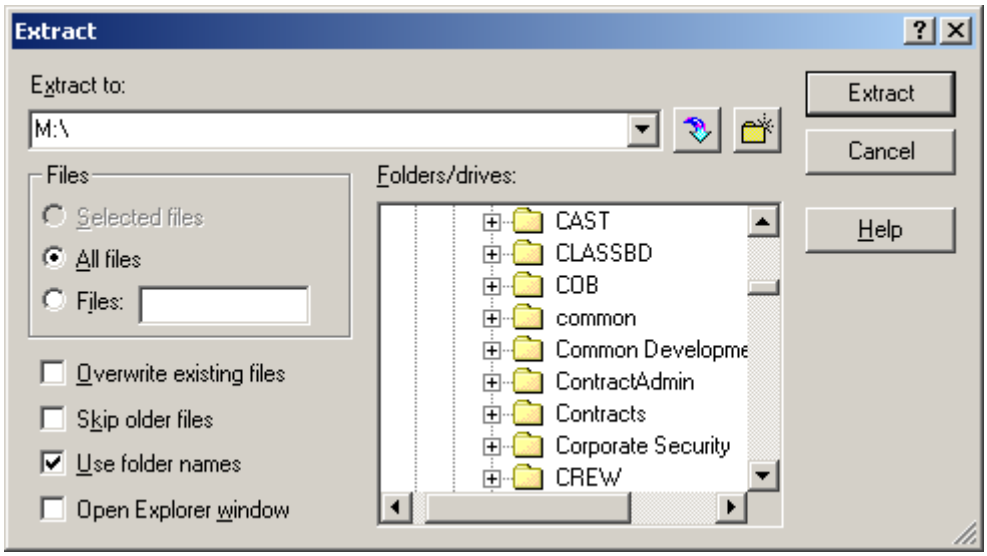
3. Click the Open button. The WinZip window opens:



4. To extract the file to the network, highlight MedicareRemitEasyPrint.msi and click the Extract button. The Extract window opens:



Best Practice: Create a folder called HIPAA 835 files to store your 835 files, and make sure that all users know the location.

5. Select the directory on your network where you want the MedicareRemitEasyPrint.msi file to be stored. Click the Extract button. You will return to the WinZip window.

6. On the following line, write the name of the folder where you saved the MedicareRemitEasyPrint.msi file:

   _____

Because you are not installing the software on a network to be shared by other users, you do not need to copy the CodeGroup.msi file.

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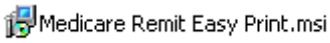
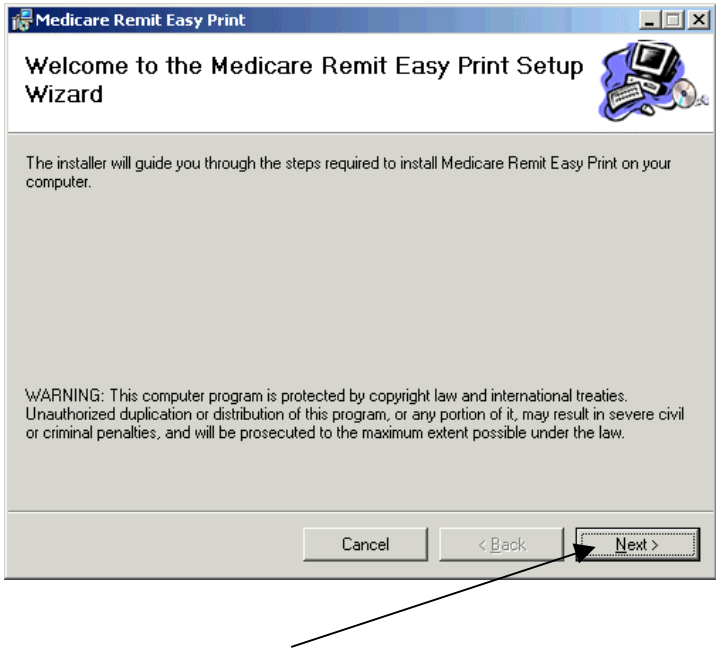
Installation Instructions

1. Make sure you know the location of the Medicare Remit Easy Print .msi file (Step 3 of the Pre-Installation Checklist – page 23).
2. Open Microsoft Windows Explorer and find the Medicare Remit Easy Print .msi file.
3. Double-click the Medicare Remit Easy Print .msi file:

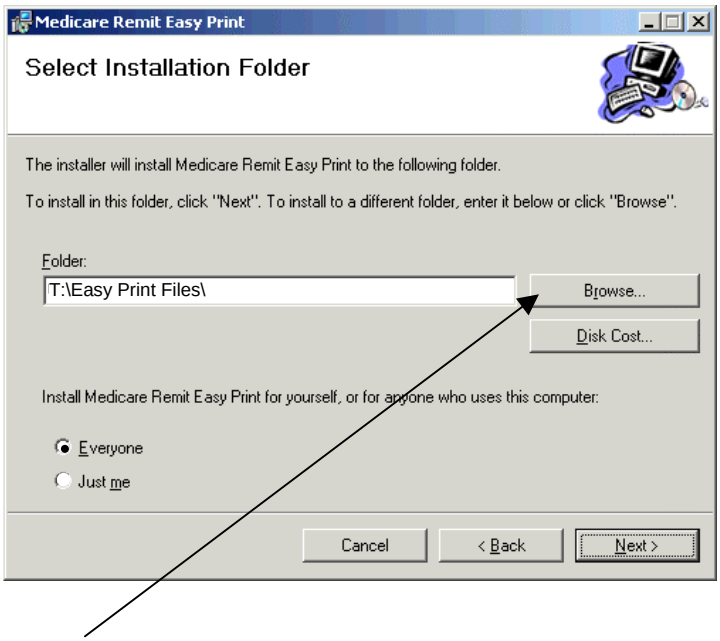
   

   The Medicare Remit Easy Print Setup Wizard opens:



7. Click the Next button.

The Select Installation Folder window opens.

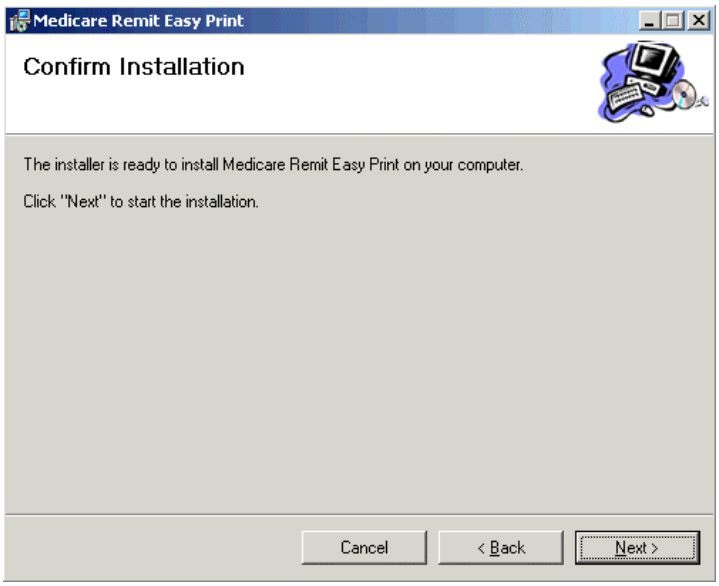


8. Browse for the PC location for the install. This will be where the application and all the associated files will be stored.
9. On the following line, write the location where you are saving the application and where all of the associated folders and files will be saved:

   _____

10. Select Everyone and click the Next button.

    The Confirm Installation window opens:



11. Click the Next button

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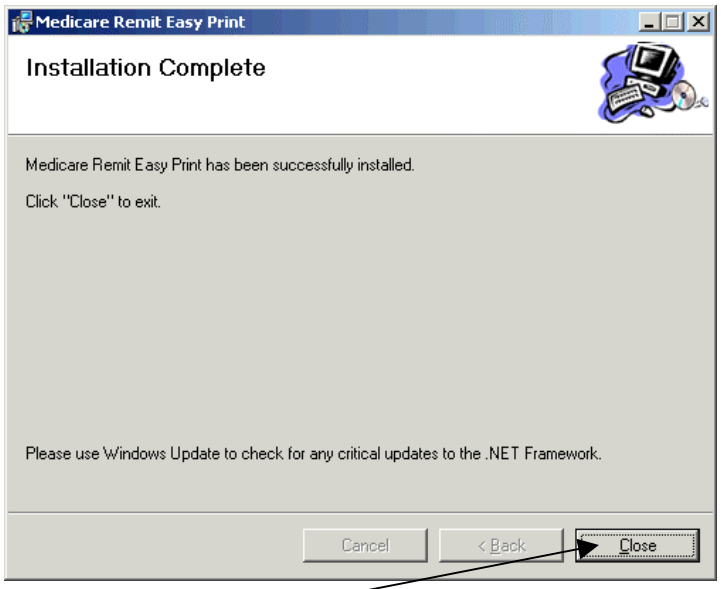
When the installation is finished, the Installation Complete window opens:



12. Click the Close button.

    The Medicare Remit Easy Print shortcut is available in the Medicare Remit Easy Print directory. Copy this shortcut to your desktop.

What Happens During the Installation Process?

The following items are created and placed in the directory you designated under the Medicare Remit Easy Print folder in Step 8 of the Installation Instructions:

- EasyPrint.exe
- Easy Print icon (shortcut)
- Import folder (where all active converted x835 files will be stored)
- Archive folder (where all inactive converted x835 files will be stored. Inactive files are files not currently viewed in the application)
- Report Export folder (where all exported Report files will be stored)
- Resource folder (internal folder to application)

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Starting Medicare Remit Easy Print

You can find shortcuts to the Medicare Remit Easy Print program in 2 places:

- your PC desktop:

- the Start > Programs menu:

Before You Start Medicare Remit Easy Print

Before you start Medicare Remit Easy Print, you must:

- load Medicare Remit Easy Print (page 23).
- know the location of the HIPAA 835 folder or where your HIPAA 835 files are stored (Step 4 of the Pre-Installation Checklist – page 23)

How to Start Medicare Remit Easy Print

1. To start Medicare Remit Easy Print, double-click the Medicare Remit Easy Print shortcut.

   The *first time* that you start Medicare Remit Easy Print, or when you don't have any Remittance files in the Import folder:

   You see this message:

   Click the OK button.

Hint:
You can find the Medicare Remit Easy Print shortcut on the desktop and on the Start menu.

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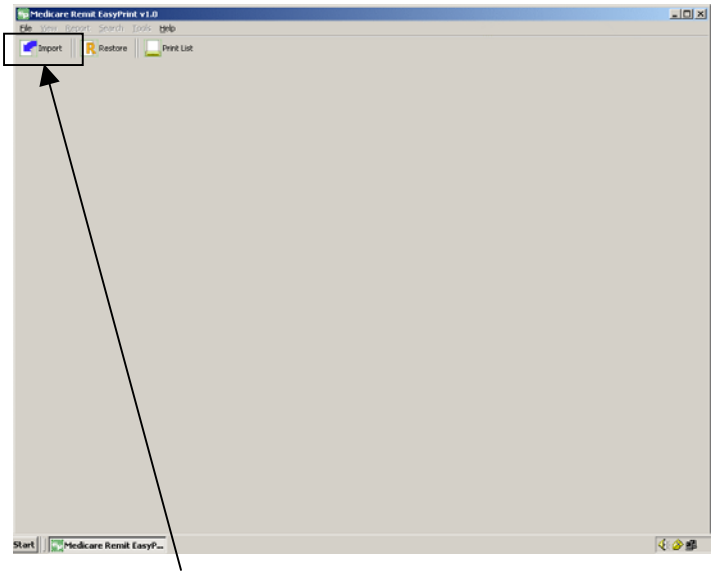
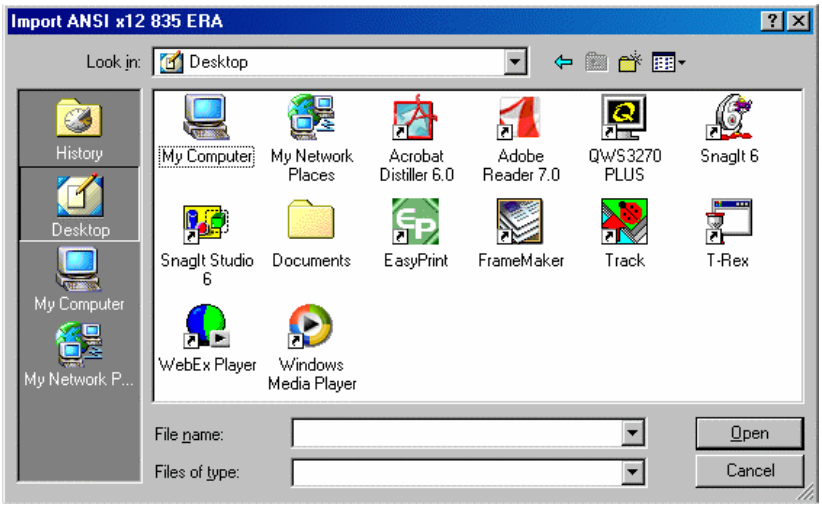
Medicare Remit Easy Print opens with the Import button ready:



Click the Import button.

An Import window opens for you to select the HIPAA 835 file. For example, the window could look like this:



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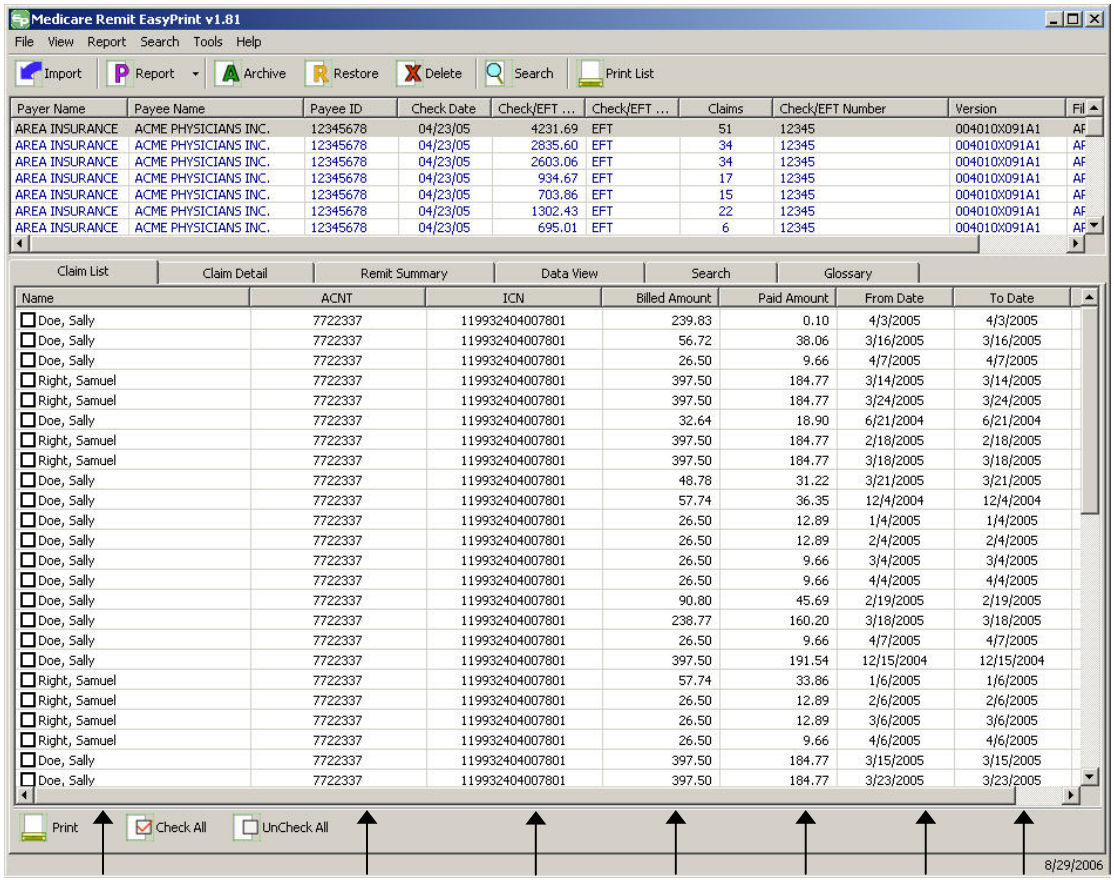
Select the HIPAA 835 file that you want to import by double-clicking it.

Medicare Remit Easy Print starts the import and lets you know that it is importing:

After the import is finished, the Remittance Advice List window displays:



Hint:
Click on a column heading to change the sort order.

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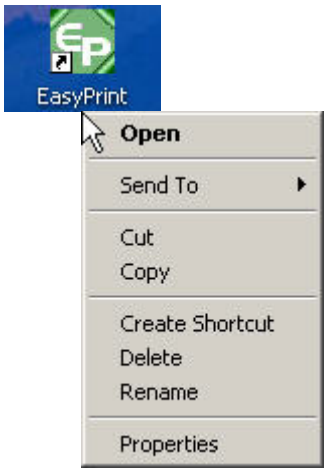
Locating Medicare Remit Easy Print and Medicare Remit Easy Print File Locations on Your PC/Network

Locating the Medicare Remit Easy Print Application on Your PC/Network – Icon Available

1. With your mouse, right click on the icon on your desktop.



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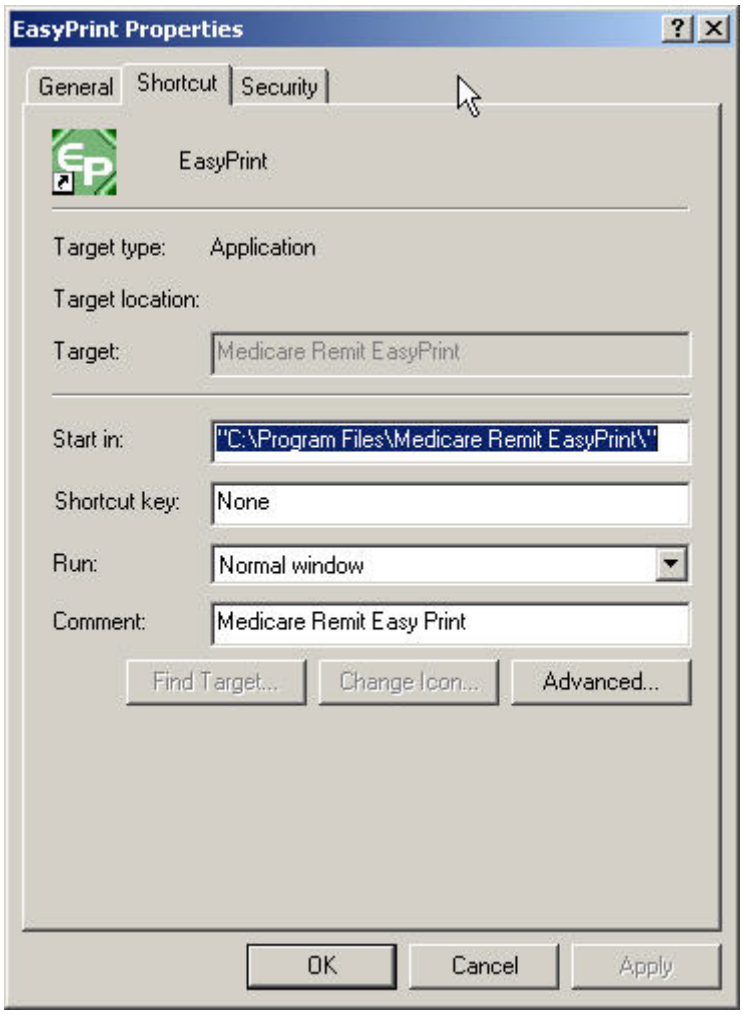
2. Go to Properties, Shortcut, Start in and you will see the directory where the Medicare Remit Easy Print directory is located.



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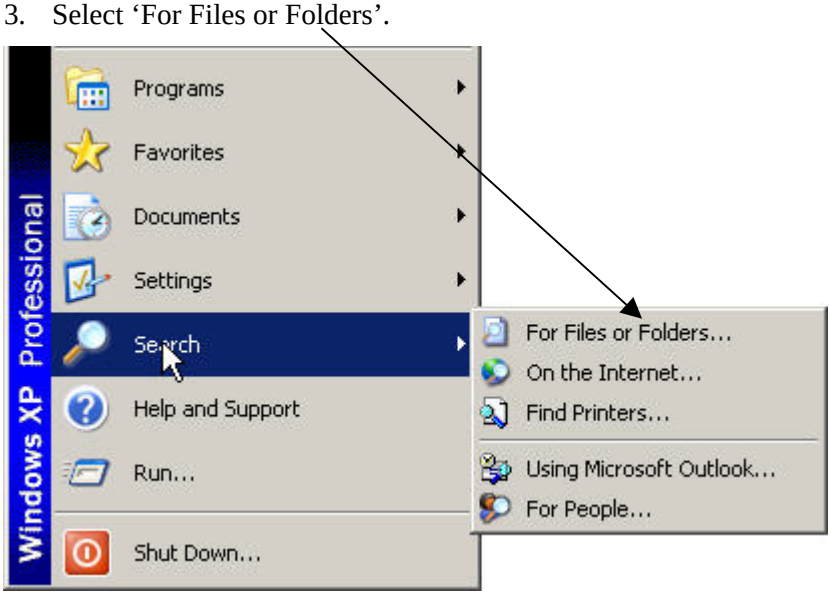
Locating the Medicare Remit Easy Print Application on Your PC/Network – Icon not Available

1. Click the Start menu.
2. Select the 'Search' function.
3. Select 'For Files or Folders'.



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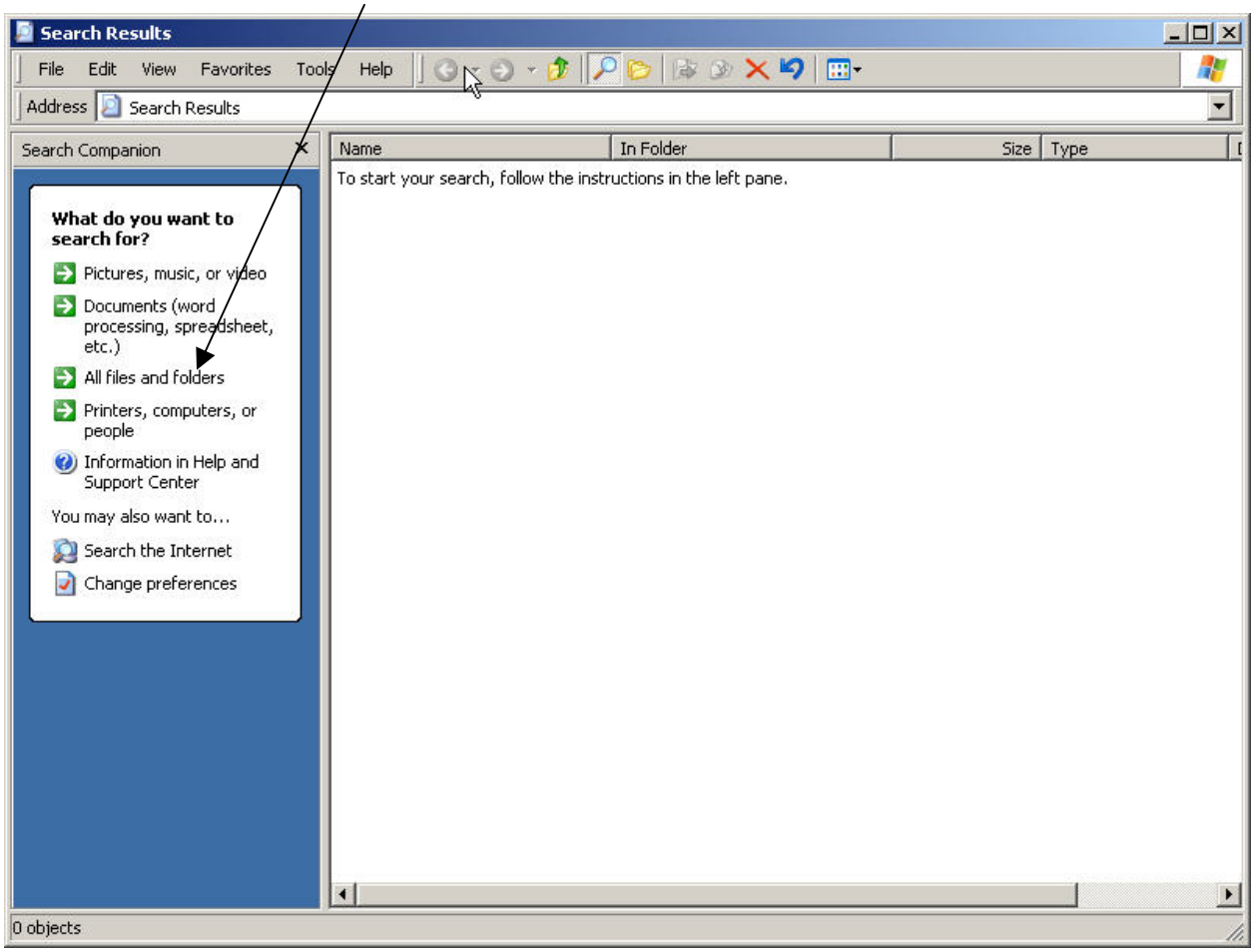
4. Select ‘All files and folders’.



5. Type ‘Medicare Remit Easy Print’ or the name you saved your MREP software under in ‘All files and folders’.
6. Select ‘My Computer’ from the ‘Look In’ drop-down box.

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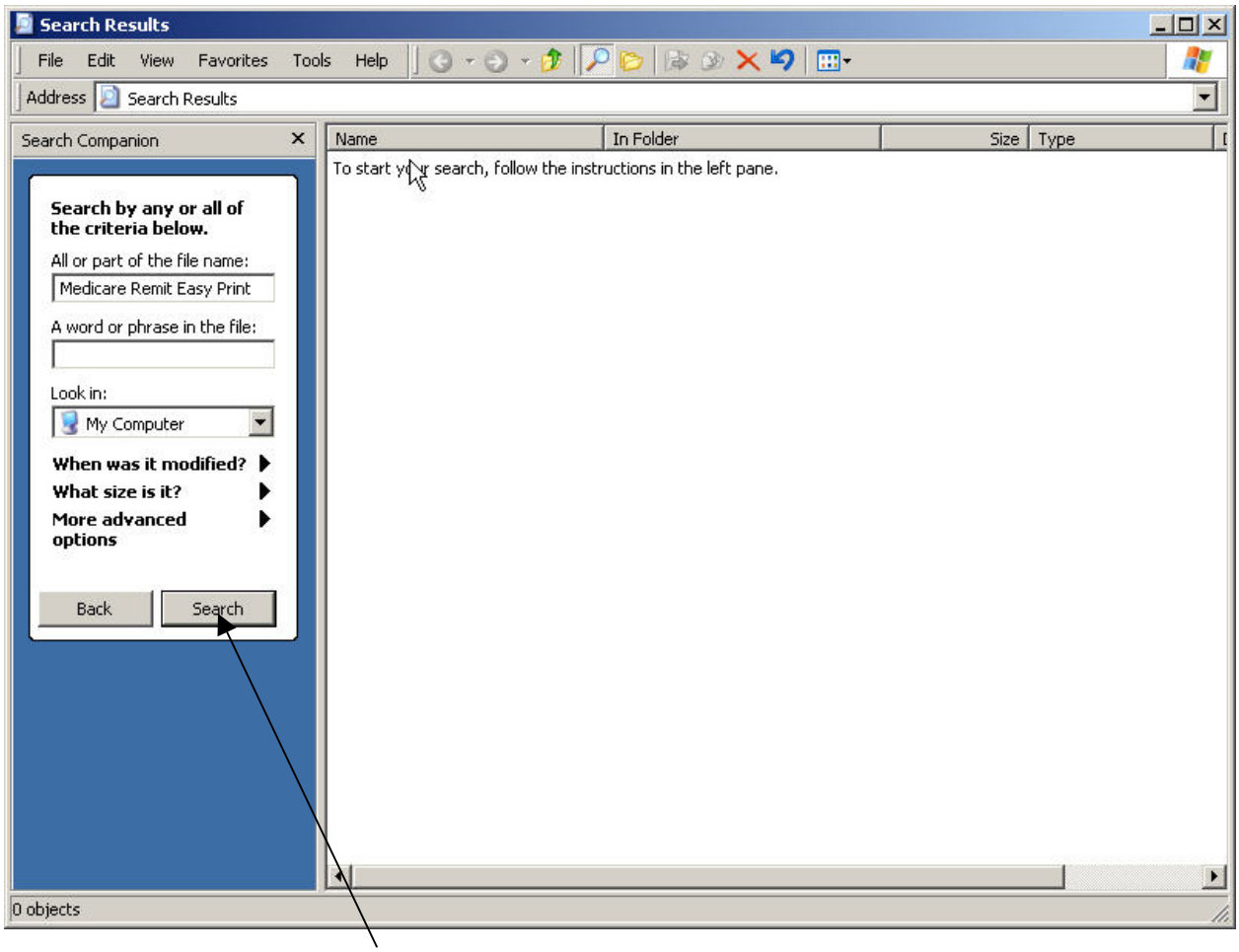

7. Click the Search button.

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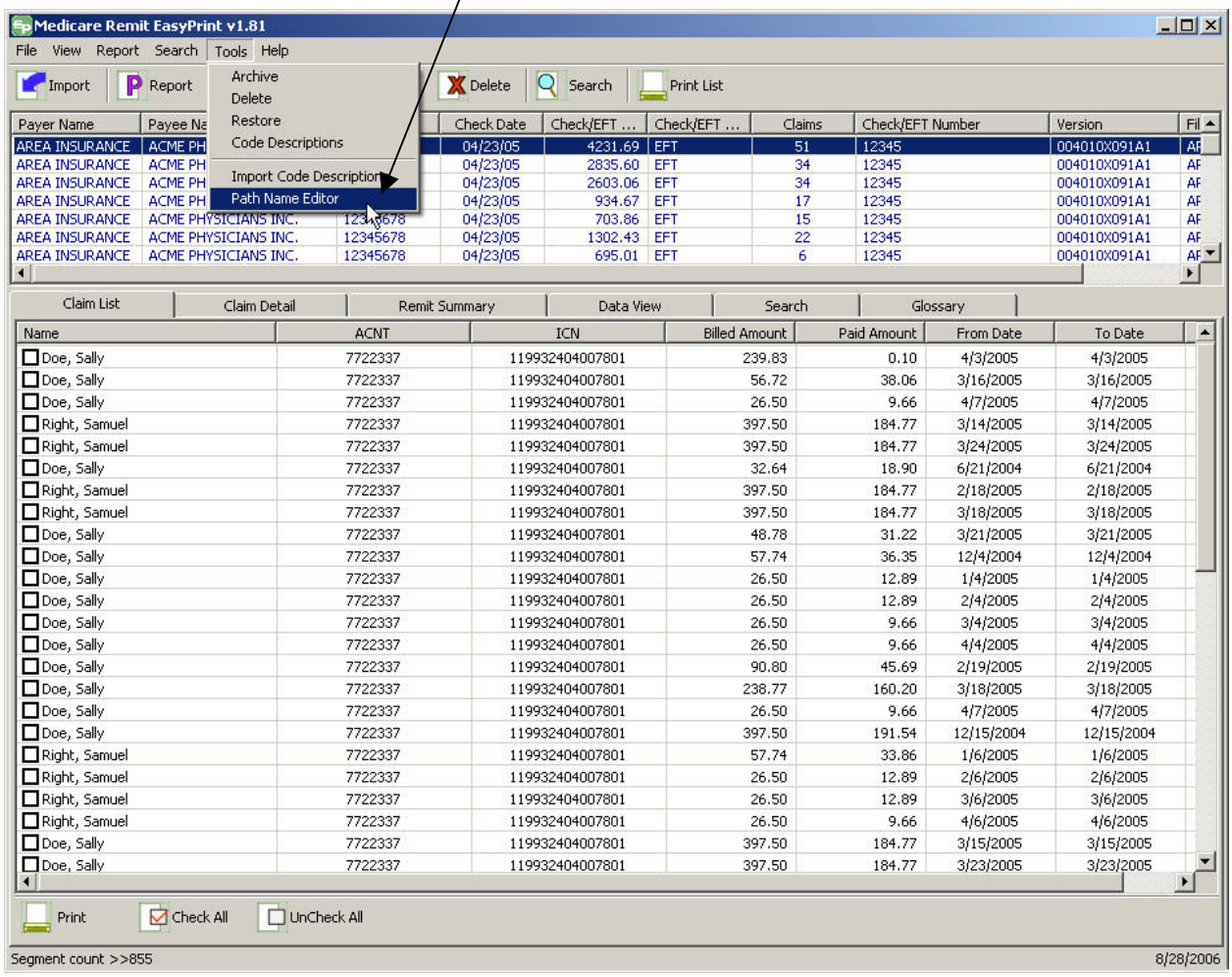
Identifying Easy Print File Locations

This tool contains the current path to folders containing the files that Medicare Remit Easy Print uses. In most cases, these paths never need updating. But, in certain situations, the user may want to override the default locations of these folders.

1. To identify the necessary files/resources that Medicare Remit Easy Print is using, select Path Name Editor from the Tools menu.



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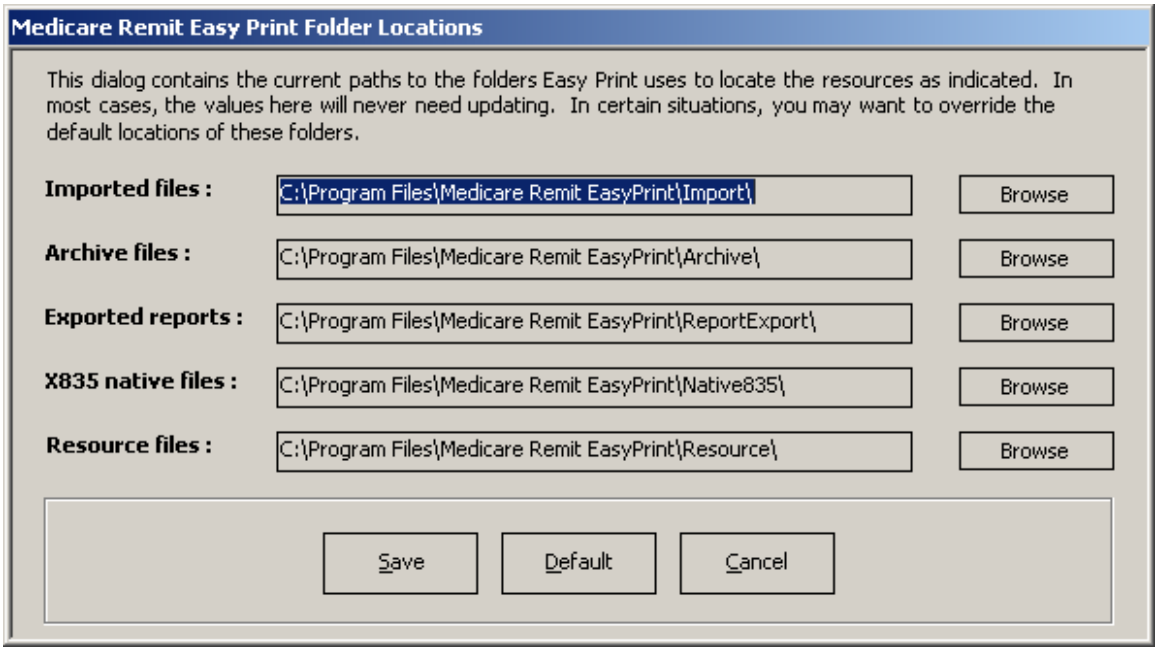
2. The following screen displays:



The **Imported files:** folder contains those files once the native 835 files have been imported into Medicare Remit Easy Print.

The **Archive files:** folder contains those files that have been archived from Medicare Remit Easy Print.

The **Exported reports:** folder contains those report files where the user choose to export the reports rather than printing them.

The **X835 native files:** folder contains the native 835 files that are imported into Medicare Remit Easy Print.

The **Resource files:** folder contains the necessary internal files (004010X091A1.FLD and loop.str) for Medicare Remit Easy Print to run. The Codes.ini file is also in this folder, but it is not required for Medicare Remit Easy Print to run. (**Note:** The Codes.ini file contains the descriptions of the Reason and Remark codes. If it is not present, the user receives a generic default message for each Reason and Remark code.)

Buttons

Save	Save changes made to the folders
Default	Reset the values for the files back to what they were when the Medicare Remit Easy Print application was initially installed
Cancel	Exit the Medicare Remit Easy Print Folder Locations display box without saving changes

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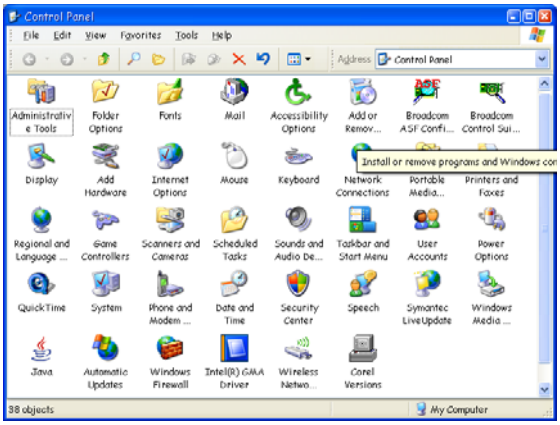
Uninstalling Medicare Remit EasyPrint

1. Navigate to the Windows Control Panel Add/Remove Programs.

   - From the taskbar, click Start > Control Panel (Windows 98SE users click Start > Settings > Control Panel).

   - Depending upon your operating system, you will see a window similar to the following:



Windows 2000/XP control panel

Windows 98SE control panel

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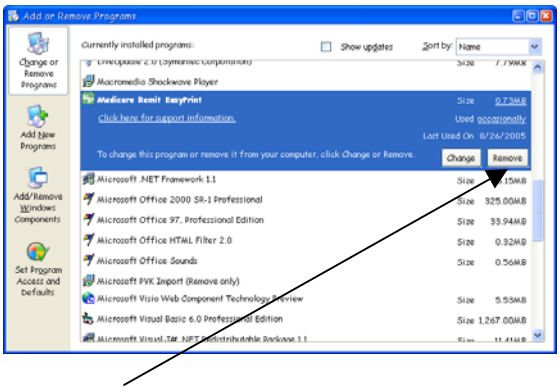
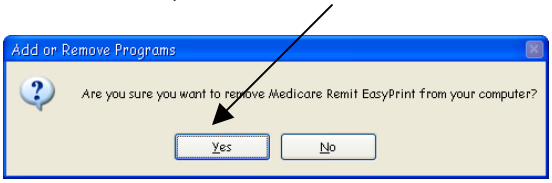
2. Remove the Medicare Remit Easy Print Application.

   - Double click the Add/Remove Programs icon in the Control Panel.
   - Select Medicare Remit Easy Print from the resulting list.



   - Click Remove, then click Yes on the confirmation dialog.



The Uninstall process is complete!

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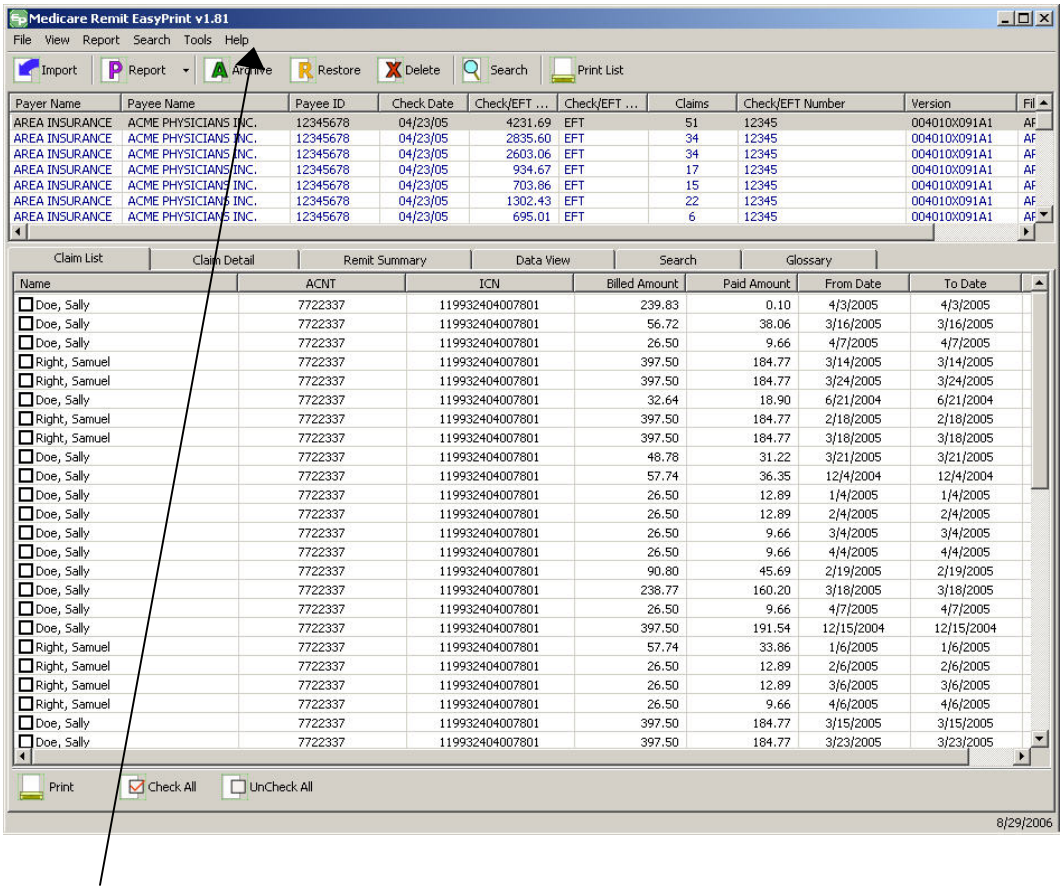
Online Help System

The Medicare Remit Easy Print (MREP) Help online system allows you to look up information about MREP from MREP itself instead of referring to the Medicare Remit Easy Print User Guide. The online Help system is geared to the day-to-day tasks in MREP. It does not include information regarding the technical aspects of installing or running MREP on a PC or network.

How to Access the Online Help System

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click Help.

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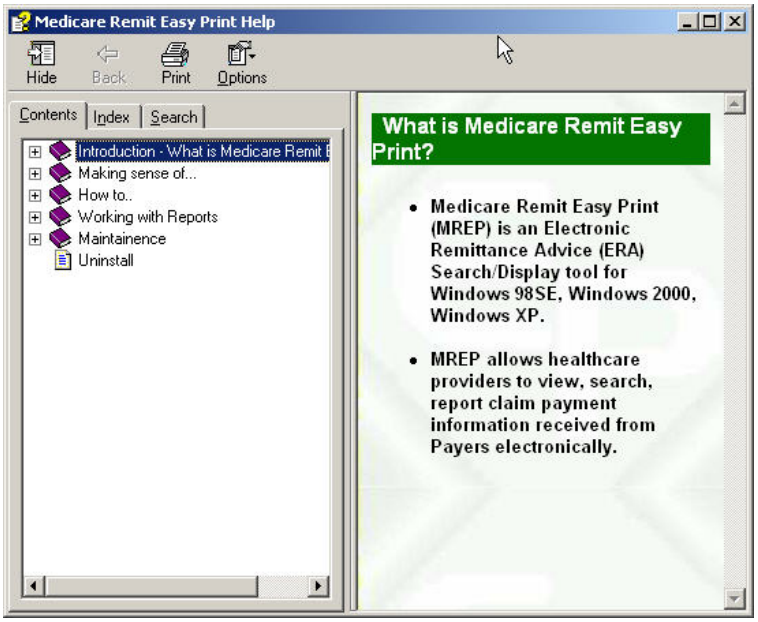
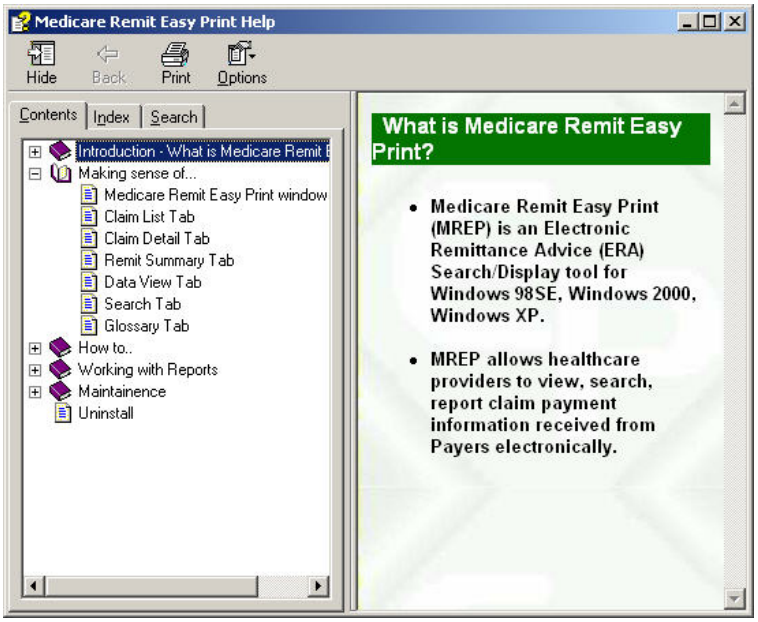
Medicare Remit Easy Print opens the Medicare Remit Easy Print Help window and displays the introduction.



How to Use the Contents Tab

1. To see what's inside a book, click the + sign.



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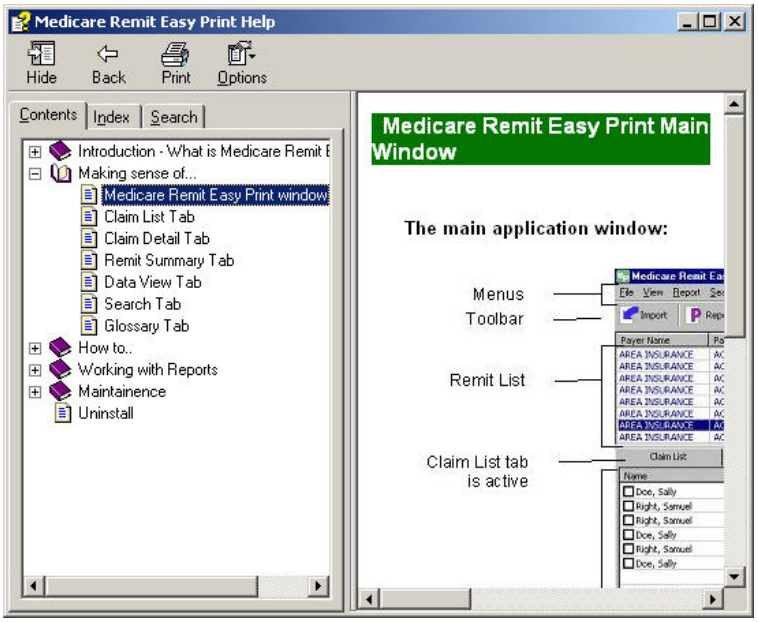
2. Click a topic to display the topic.



At this point, you can:

Print the topic	Click
View Options	Click
Return to the previous view	Click
Hide the tab	Click

3. To close the book, click the – sign.

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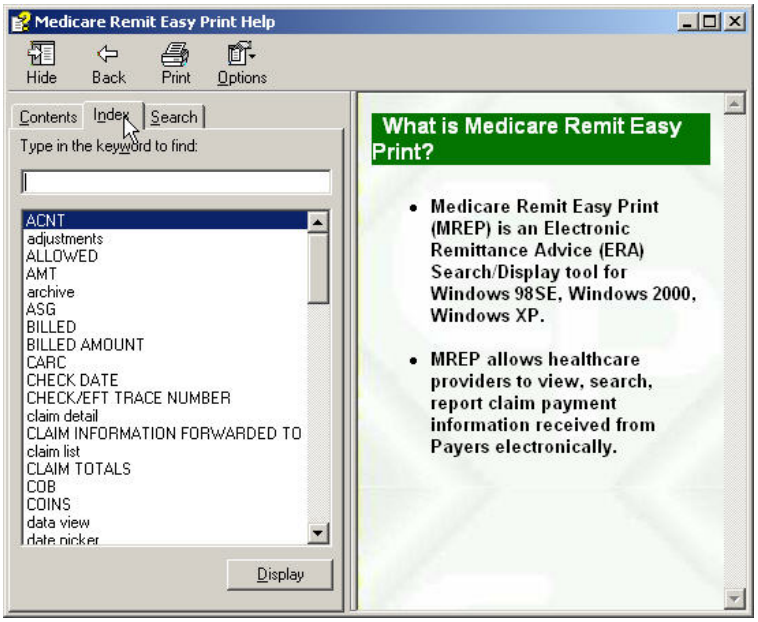
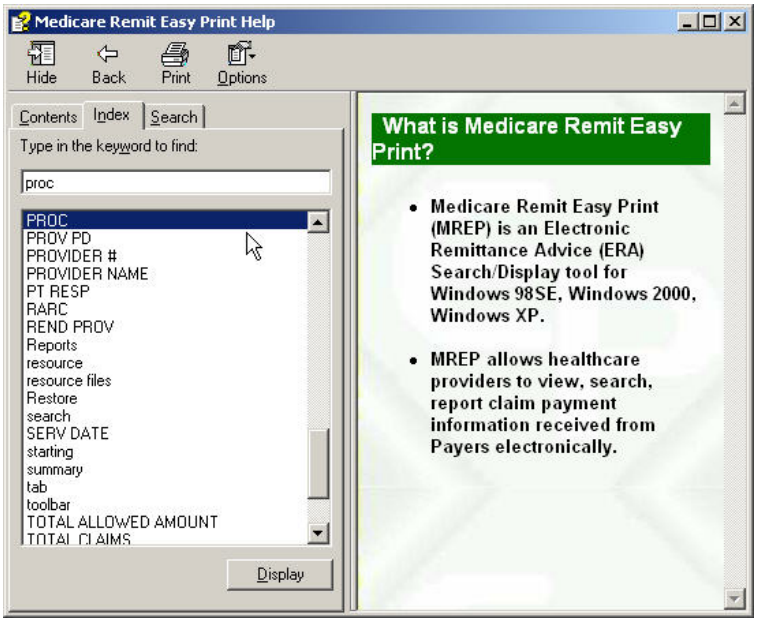
How to Use the Index Tab

1. Click the Index tab.



2. Type a keyword to find.



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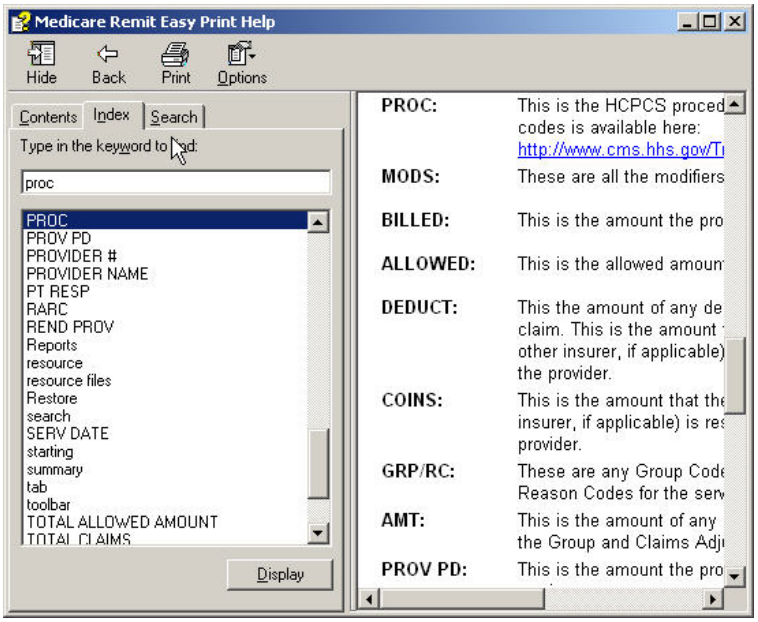
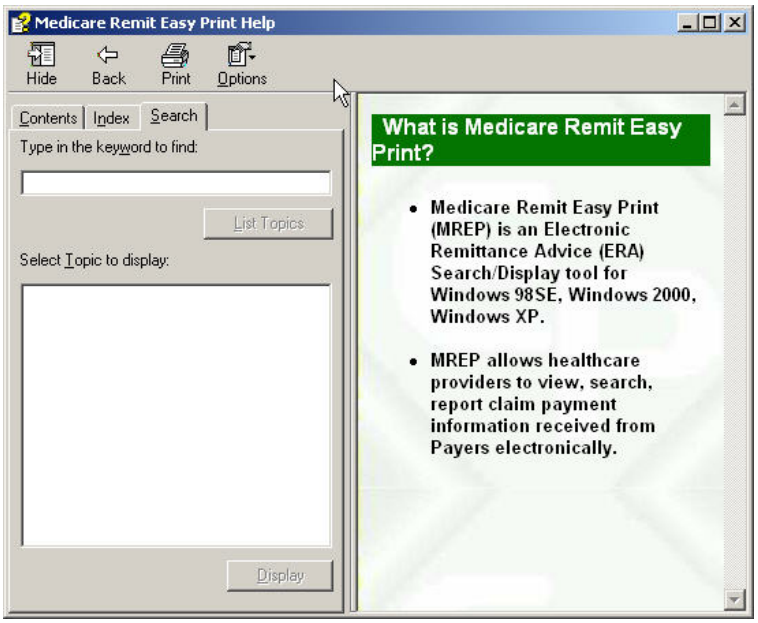
3. Select a keyword by double clicking on it or click the display.



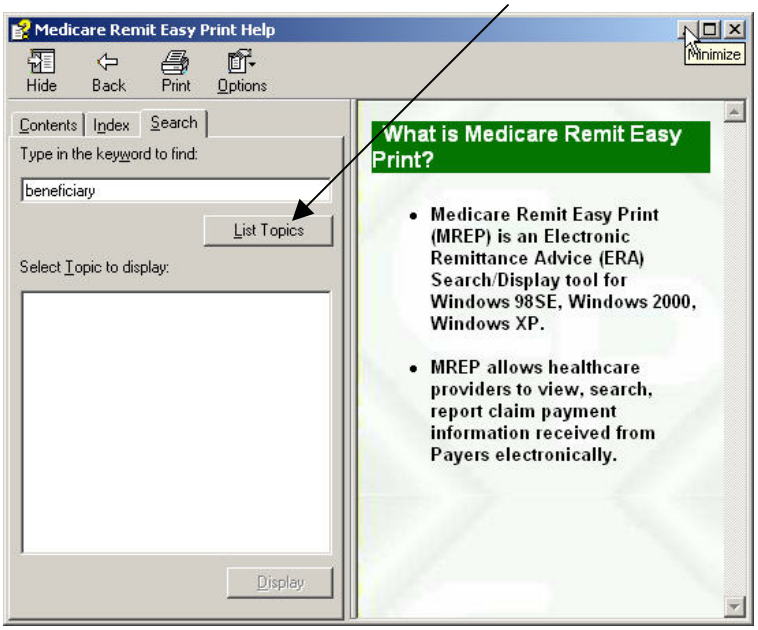
How to Use the Search Tab

1. Click the Search tab.

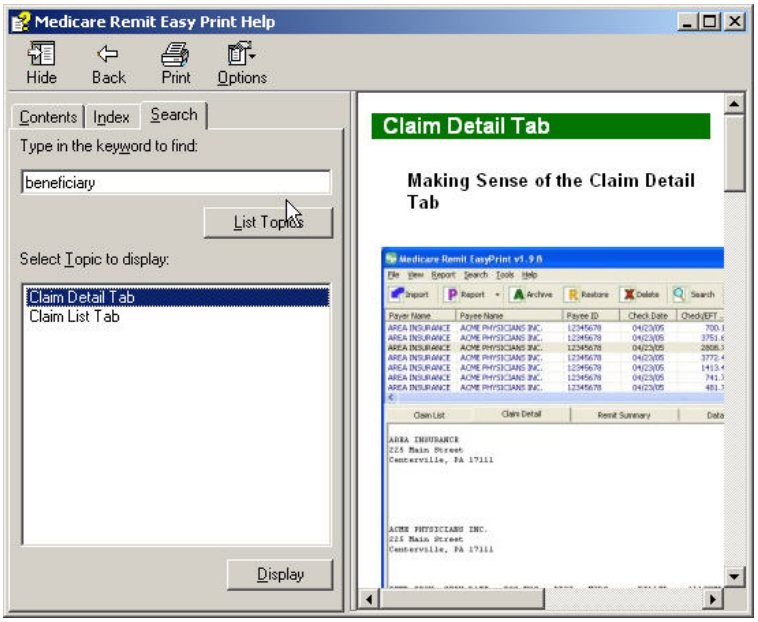


Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

2. Type a keyword to find, then click List Topics.



3. Once the list of topics displays, double click the one you want.



How to Close the Medicare Remit Easy Print Help Window

Click the ✕.

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Importing HIPAA 835 files

The *first time* that you start Medicare Remit Easy Print, you must import an HIPAA 835 file.

For information about this procedure for the first import, see Step 1 on page 28.

Before You Import the HIPAA 835 File

Before you import an HIPAA 835 file, you must:

- Load the Medicare Remit Easy Print program (on a network, see page 14 – or – on your PC, see page 23)
- Know the location of the HIPAA 835 file (Step 4 of the Pre-Installation Checklist – page 23).

Import File Name Format

When you import the HIPAA 835 file, Medicare Remit Easy Print makes a copy of it, renames it, and stores it in the Import file folder.

The file-naming format is as follows:

PPPPPPPPPPPPPPPPPPPPPPPPPPPP	Payer Name – 30 bytes maximum
CCCCCCCCCCCCCCC	Check/EFT # – 15 bytes maximum

If a file has been imported successfully and you attempt to import the same file, an error record is written to the Import Exception Summary window/report and the file is not imported into the MREP application. Importing a file format other than X12 835v4010A1 or a non-compliant version of a X12 835-formatted file also writes a record to the Import Exception Summary window/report and the file is not imported into the MREP application.

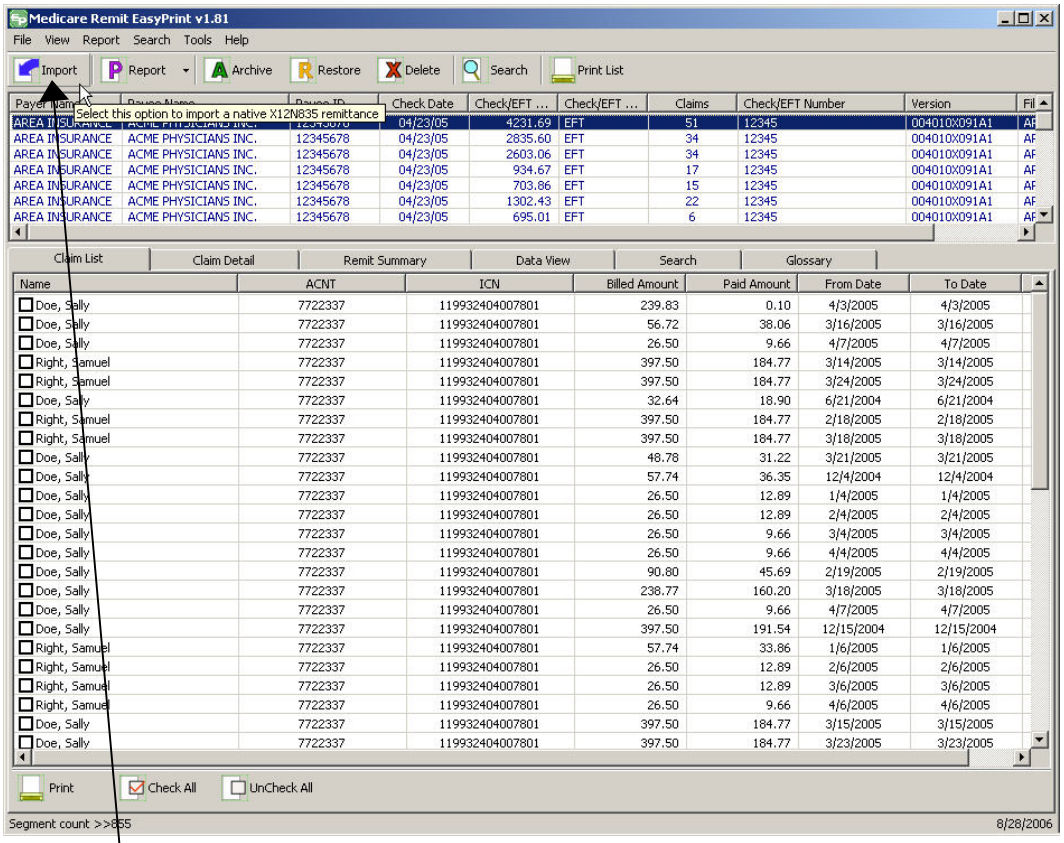
Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Import the HIPAA 835 File

Hint:
For information about the very first time you import, see Step 1 on page 15.

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

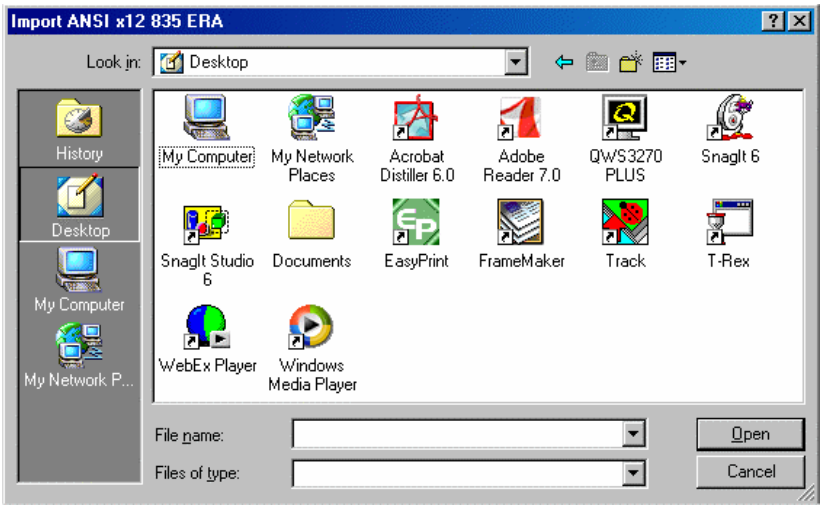
   The Medicare Remit Easy Print Claim List tab opens.



2. Click the Import button.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

Medicare Remit Easy Print opens a window for you to select the HIPAA 835 file to import:



3. Select the HIPAA 835 file that you want to import by double-clicking it

   Medicare Remit Easy Print starts the import and lets you know that it is importing:

   After the import is finished, the MREP Remittance Advice List window displays.

At this point, you can:

Work with the MREP Remittance Advices	See Working with MREP Remittance Advices on page 53.
Work with Reports	See *Working with Reports* on page 83.

Note: Medicare Remit Easy Print reformats and saves a copy of the HIPAA 835 file. This copy is the Import file. If you import the same HIPAA 835 file more than once, Medicare Remit Easy Print will bypass the duplicate file and display the Import Exception Summary Report indicating duplicate remittances were detected.

For information about making sense of the Import file name, *see Import File Name Format* on page 46.

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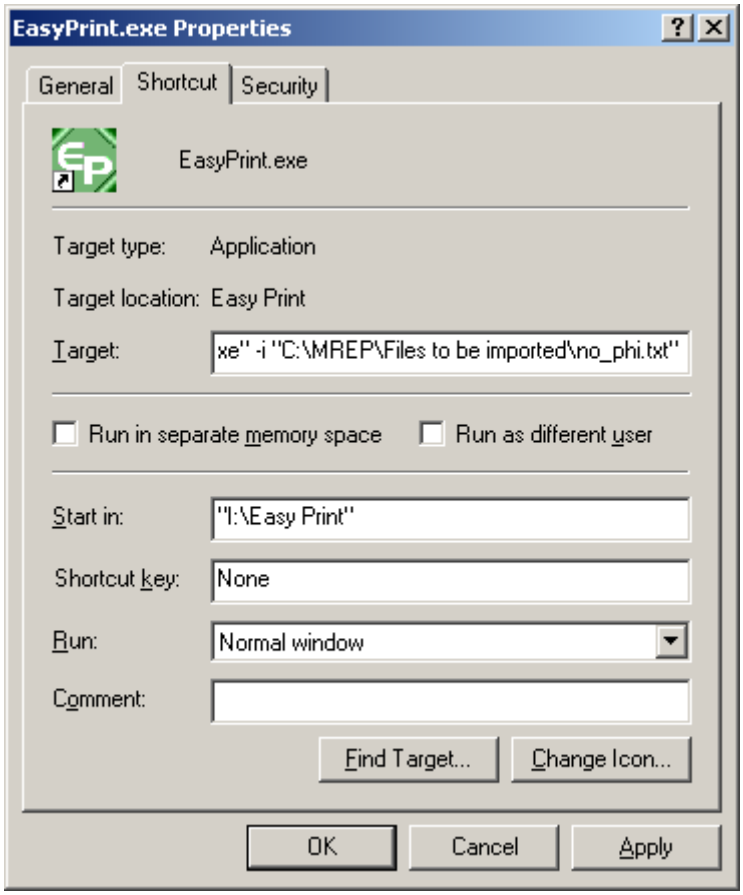
How to Automatically Import the HIPAA 835 File

1. Close Medicare Remit Easy Print . Right click on the Easy Print icon and click Properties. The EasyPrint.exe Properties window displays:



Note: The values in the various fields vary for each MREP user.

2. The Target: value needs to be modified to indicate the location of the files that are to be imported. The user must enter a space after the last double quote, the value of –I or –i (not case sensitive), followed by another space and the pathname. The pathname must be in double quotes. For example, "I:\Easy Print\EasyPrint.exe" –i "C:\MREP\Files to be imported\no_phi.txt"
3. To save the changes you made to the Target: value, you must click the Apply button.
4. Once you click the Apply button, then you must click the OK button. The Properties window then disappears.
5. You can restart the MREP software.

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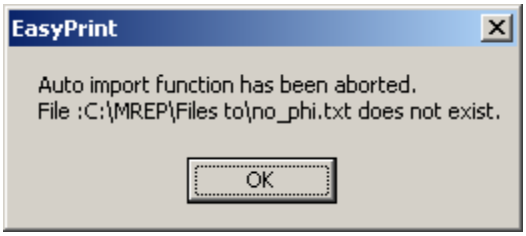
Notes:

- If the user updates the Target: value with a file does not exist, a message similar to the one below appears. Once the user chooses to close this window by clicking the OK button, the MREP software continues to run with the files that have already been imported.



- Each time that the MREP software is invoked, it always accesses the import pathname to attempt to import the data that is contained in the specified file.
- When a duplicate remit file or a file with an invalid data format (not 835v4010A1) is encountered, the Import Exception Summary window appears. As it is today under the current version (v1.8), the user can choose to Print or Close this window. Once the user chooses to close this window, the MREP software will continue to run with files that have already been imported.

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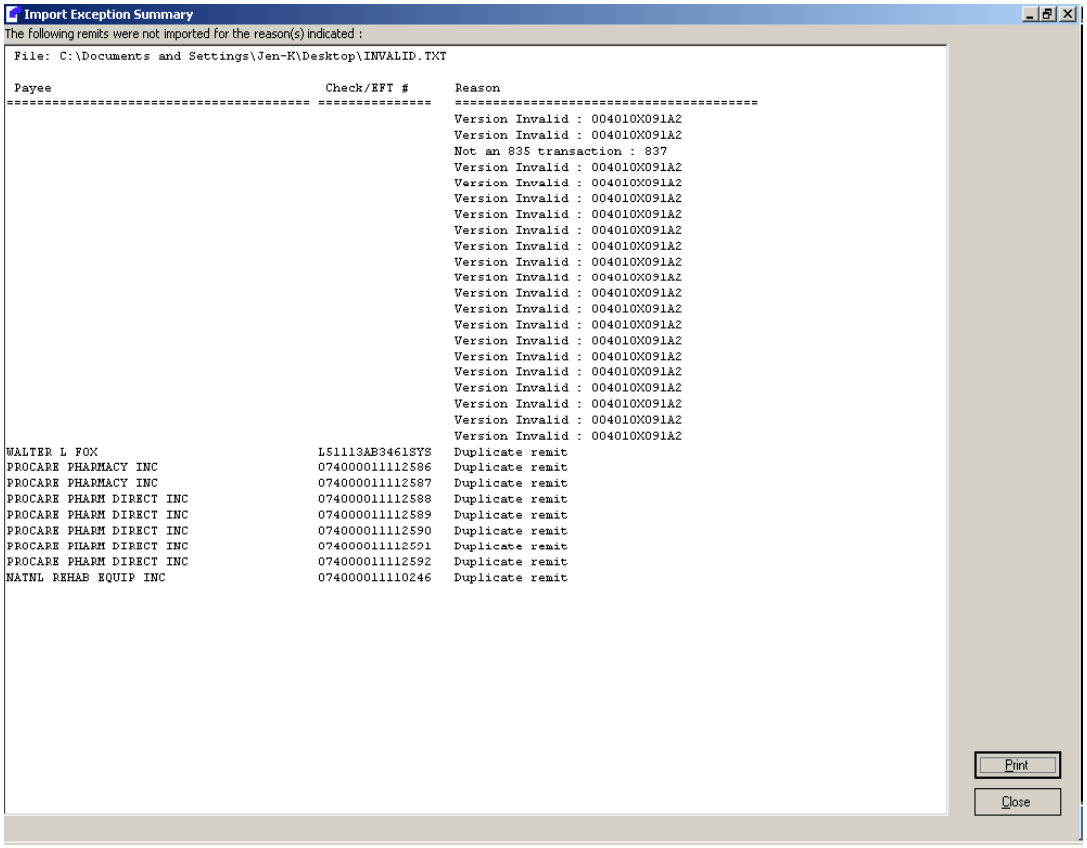
What to Do with an Import Error Message

There are 2 error messages that you may see:

For this error message:	You need to:
Invalid File Format	Select the correct HIPAA 835 file to import. You have either selected an ERA not in a HIPAA 835 format or an ERA that is a HIPAA 835 with invalid delimiters. If you continue to receive this error, contact your carrier.
Path / File Access Error	Check with your network/PC administrator. You need to have read/write access rights to the Medicare Remit Easy Print directory.

Import Exception Summary Window/Report

The Import Exception Summary window/report helps to identify duplicate files, file formats other than X12 835v4010A1, non-compliant X12 835-formatted files, and prevents the posting of “junk” files (ST – SE transactions) to the import folder. If any of the scenarios that are described above are encountered while attempting to import files to the MREP application, an Import Exception Summary dialog similar to the following displays:



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You have the option of closing the window or printing the Import Exception Summary. If you choose to print the Import Exception Summary report, the window does not close automatically once the report prints. You need to close the window using the close button or "X-ing" out (top right corner of the Import Exception Summary window). The printing functionality for the Import Exception Summary report follows the existing printing functionality within MREP. Please note that if the window is closed prior to printing the report, the list of import error(s) will be lost. To eliminate the need for file space management, a decision was made to not save the MREP Import Exception errors. To recreate the Import Exception Summary window, the files need to be imported again.

The Import Exception Summary window and report contains three columns of information.

- The first column of information is entitled "Payee". Depending on what type of error is encountered during the import process, this field could contain data or spaces. The maximum number of bytes of data that can be displayed is 40.
- The second column of information is entitled "Check/EFT #". Depending on what type of error is encountered during the import process, this field could contain data or spaces. The maximum number of bytes of data that can be displayed is 15.
- The third column of information is entitled "Reason". Depending on what type of error that is encountered during the import process, there is the possibility of three different messages displaying.

Prior to the three columns of data, the Import Exception Summary window and report contains a heading with the title "File:". The information following the "File:" heading is the location and name of the file that the attempt is being made to import into the MREP application.

When the Import Exception Summary report prints, the printed version contains an additional heading prior the "File:" heading. It is the first heading on the report. On the left side of the page, the heading displays "Import Exception Summary". In the center of the page, the heading displays the date and time stamp when the summary report was printed. The format of the date is MM/DD/CCYY. Please note that the leading zero in the month and day will not display – for example: 2/15/2006. The format of the time is HH:MM:SS XX (XX represents AM or PM). On the right side of the page, the heading displays the version of the MREP application that is being used (for example: Easy Print v1.7).

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Working with MREP Remittance Advices

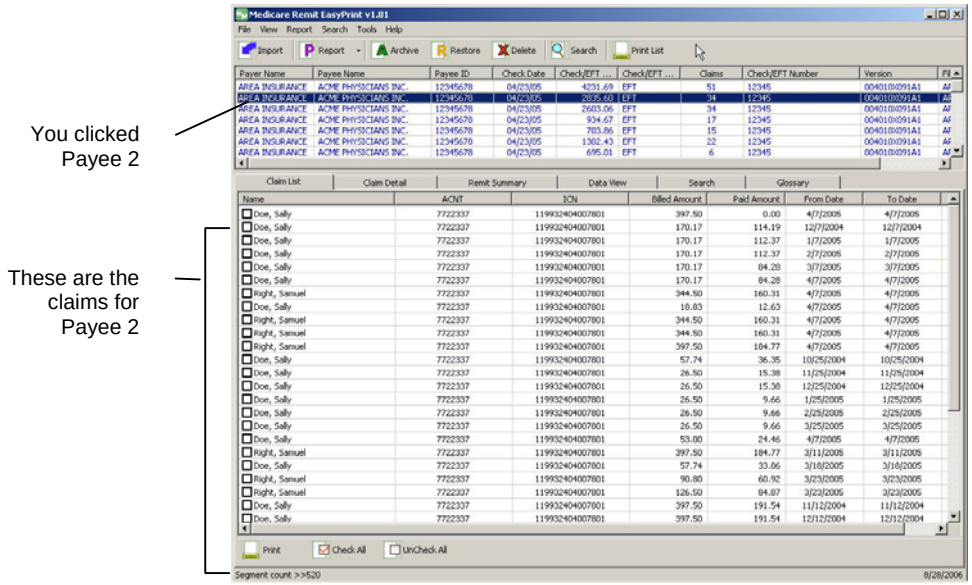
How to View a List of Claims for an MREP Remittance Advice

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

2. Select the Remittance Advice by clicking on it.

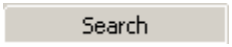
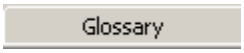
   Medicare Remit Easy Print highlights the Remittance Advice and lists the associated claims below.



At this point, you can:

Find out more about this tab	See page 74.
Print the list	Click For more info, see *How to Print a List of Claims* on page 67.
View claim details	Click For more info, see *How to View the Detail for a Claim* on page 55.
View a Summary for the Remittance Advice	Click For more info, see *How to View the Total Amounts for a Remittance Advice* on page 57.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

View the data that feeds the Remittance Advice	Click For more info, see *Making Sense of the Data View Tab* on page 80.
Search	Click  For more info, see *How to Search Payment Information* on page 71.
View the CARC and RARC codes for the Remittance Advice	Click  For more info, see *How to View the CARC and RARC Codes* on page 61.

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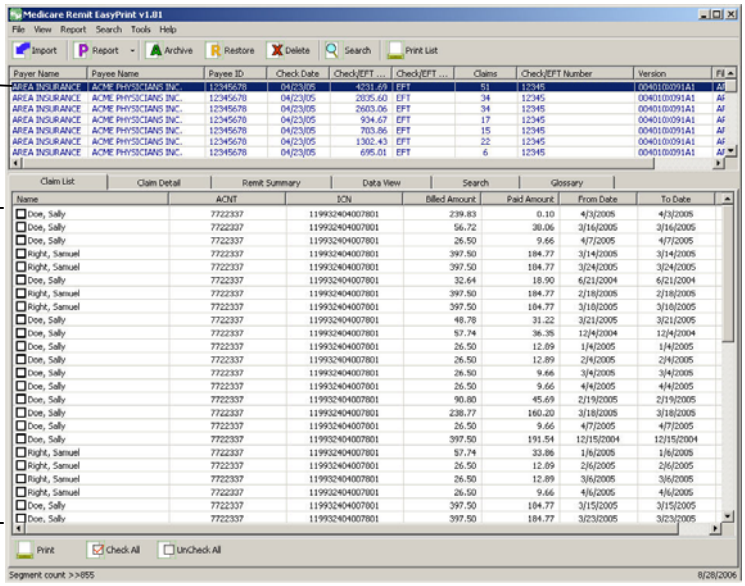
How to View the Detail for a Claim

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

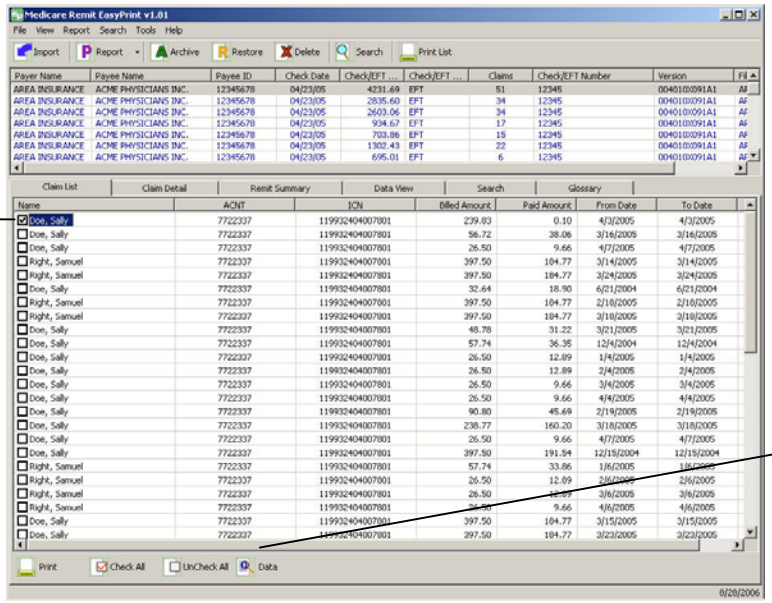
2. Select the Remittance Advice by clicking on it.

   Medicare Remit Easy Print highlights the Remittance Advice and lists the claims below.



Hint:
You can click on a column heading to change the sort order.

3. Check the checkbox next to the claim that you want to see detail for. Detail information will only be displayed for claims that are checked.



Hint:
You can use the Check All and Uncheck All buttons to help you select the claims.

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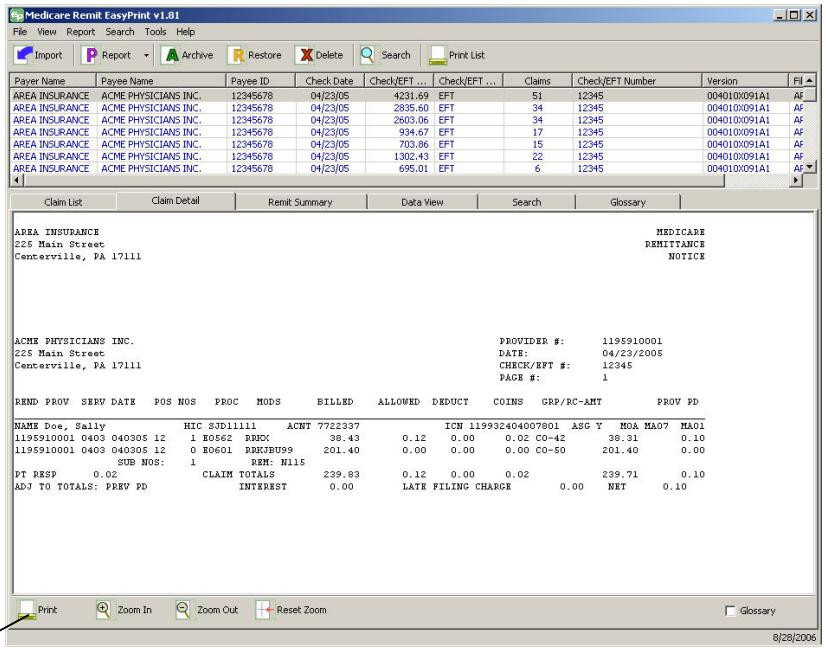
4. Click the Detail tab.

   The detail displays for the claim you selected:



Click to print the detail

At this point, you can:

Find out more about this tab	See page 75.
Print the detail	Click Print For more info, see How to Print the Detail for a Claim on page 69.
Return to the Claim List	Click Claim List Or Select View > Claim Detail For more info, see How to View a List of Claims for an MREP Remittance Advice on page 53.
View a Summary for the Remittance Advice	Click Remit Summary Or Select View > Remit Summary For more info, see *How to View the Total Amounts for a* Remittance Advice on page 57.
View the data that feeds the Remittance Advice	Click Data View Or Select View > Data View For more info, see Making Sense of the Data View Tab on page 80.

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Search	Click Search Or Select View > Search For more info, see *How to Search Payment Information* on page 71.
View the CARC and RARC codes for the Remittance Advice	Click Glossary Or Select View > Glossary For more info, see Making Sense of the Glossary Tab on page 82.
Option to print or suppress the printing of the glossary of CARC and RARC codes for the Remittance Advice (not available for Remittance Advices printed from the menu bar or toolbar)	A check box with the word Glossary displays in the lower right side of the Claim Detail tab. When this check box is checked, the glossary of CARCs and RARCs involved with a particular MREP Remittance Advice prints on a separate page. When the check box is not checked, the glossary of CARCs and RARCs involved with a particular MREP Remittance Advice does not print.

How to View the Total Amounts for a Remittance Advice

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

2. Select the Remittance Advice by clicking on it.

   Medicare Remit Easy Print highlights the Remittance Advice and lists the claims below.

3. Click Remit Summary

   Medicare Remit Easy Print displays the totals, for example:

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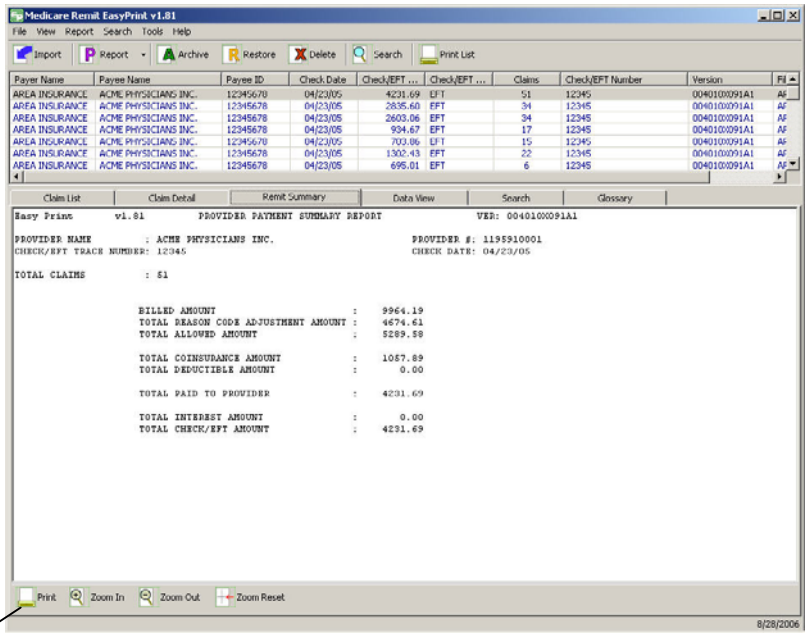

Click to print the totals

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At this point, you can:

Find out more about this tab	See page 78.
Print the totals	Click
View claim details	Click Claim Detail For more info, see *How to View the Detail for a Claim* on page 55.
Return to the Claim List	Click Claim List For more info, see *How to View a List of Claims for an MREP Remittance* Advice on page 53.
View the data that feeds the Remittance Advice	Click Data View For more info, see Making Sense of the Data View Tab on page 80.
Search	Click Search For more info, see *How to Search Payment Information* on page 71.
View the CARC and RARC codes for the Remittance Advice	Click Glossary For more info, see *How to View the CARC and* RARC Codes on page 61.

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How to View the Data in the Import File

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

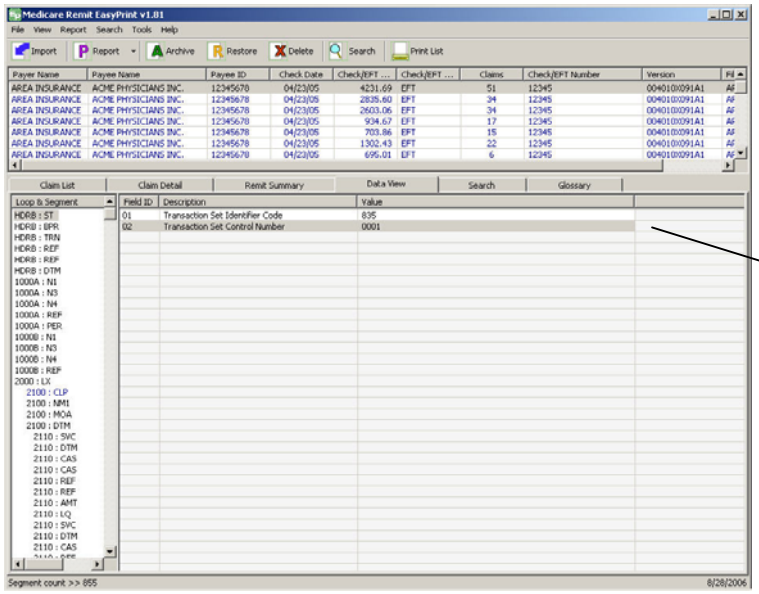
   The Medicare Remit Easy Print Claim List tab opens.

2. Select the Remittance Advice by clicking on it.

   Medicare Remit Easy Print highlights the Remittance Advice and lists the claims below.

3. Click Data View.

   Medicare Remit Easy Print displays the file format:



At this point, you can:

Find out more about this window	See page 80.
View claim details	Click Claim Detail For more info, see *How to View the Detail for a Claim* on page 55.
Return to the Claim List	Click Claim List For more info, see *How to View a List of Claims for an* MREP Remittance Advice on page 53.
Search	Click Search For more info, see *How to Search Payment Information* on page 71.
View the CARC and RARC codes for the Remittance Advice	Click Glossary For more info, see *How to View the CARC and* RARC Codes on page 61.

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How to View the CARC and RARC Codes

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

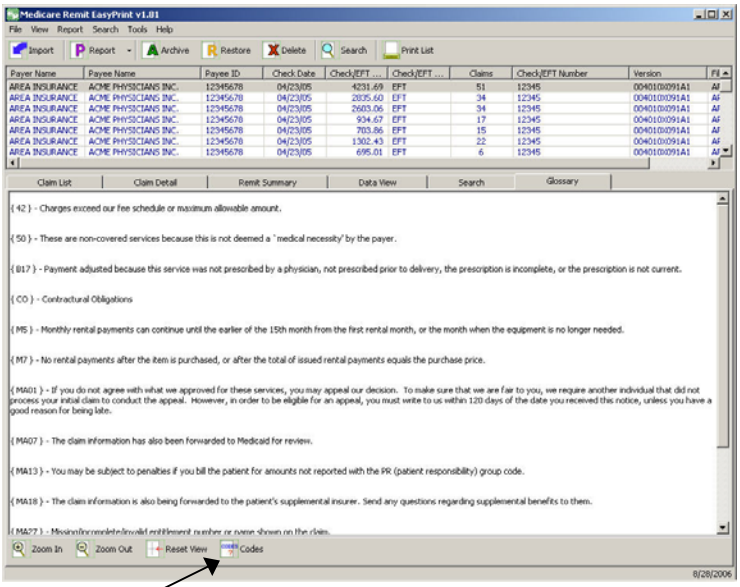
   The Medicare Remit Easy Print Claim List tab opens.

2. Select the Remittance Advice by clicking on it.

   Medicare Remit Easy Print highlights the Remittance Advice and lists the claims below.

3. Click Glossary.

   Medicare Remit Easy Print shows the Reason and Remark codes for the Remittance Advice:



Click to see a comprehensive list of codes and descriptions

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At this point, you can:

Find out more about this tab	See page 82.
View claim details	Click Claim Detail For more info, see *How to View the Detail for a Claim* on page 55.
Return to the Claim List	Click Claim List For more info, see *How to View a List of Claims for an* MREP Remittance Advice on page 53.
View the data that feeds the Remittance Advice	Click Data View For more info, see Making Sense of the Data View Tab on page 80.
Search	Click Search For more info, see *How to Search Payment Information* on page 71.
View a comprehensive list of codes, together with their meanings	Click

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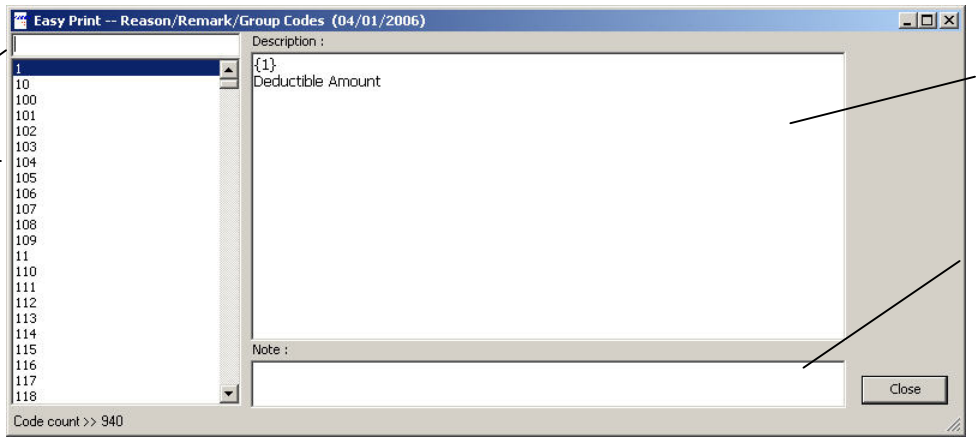
How to Look up a CARC/RARC Code

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

2. On the menu Select Tools > Code Descriptions.

   The Code Descriptions window opens:



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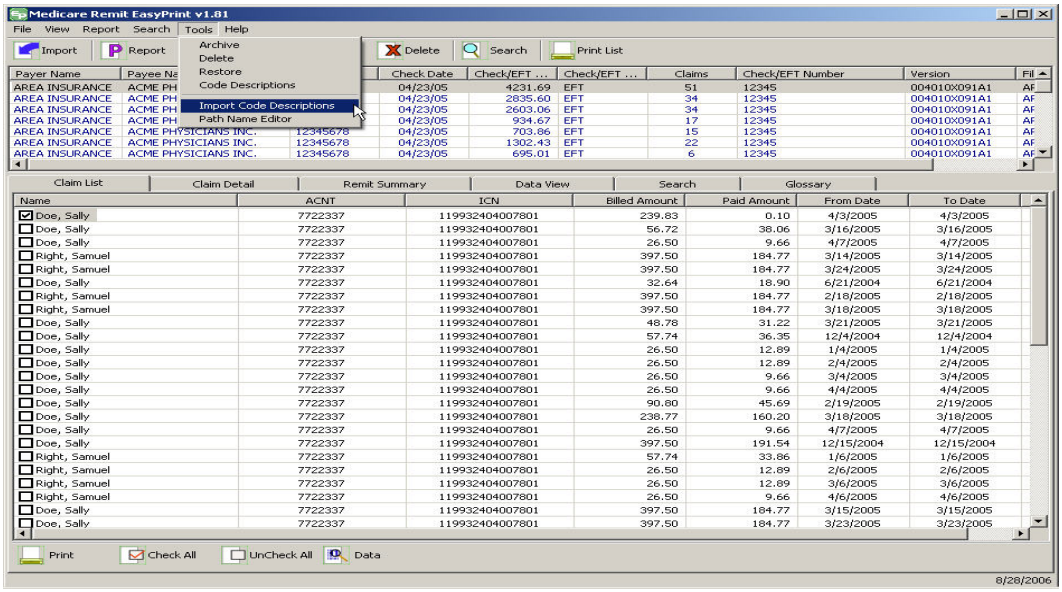
How to Update (Import) the CARC/RARC Codes

At a minimum, the ANSI Claim Adjustment Reason Code (CARC) and Remittance Advice Remark Code (RARC) file requires an update three times a year. When the list of codes is updated per Washington Publishing Company, VIPS provides an updated file on the VIPS Assist website and CMS provides a link to the updated file on the CMS website for the provider/supplier community. When the user finds it necessary to import this updated file into MREP, follow these instructions:

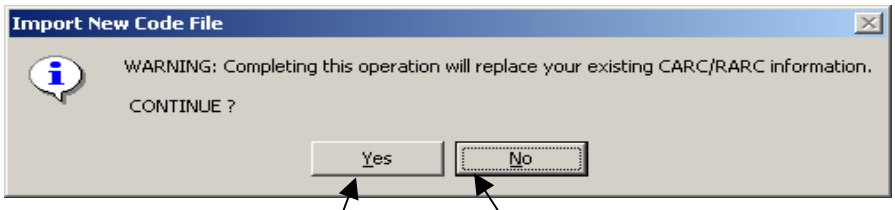
1. Access the list of the latest codes from the VIPS Assist or CMS website.
2. Save the list of latest codes so that they are easily accessible.

   Note: The file name *must* be saved as Codes.ini in order for MREP to successfully find the code file.

3. Select "Import Code Descriptions" from the Tools menu.



4. You see this question.



To replace the existing CARC/RARCs, click Yes.

If you don't want to replace the existing CARC/RARCs, click No.

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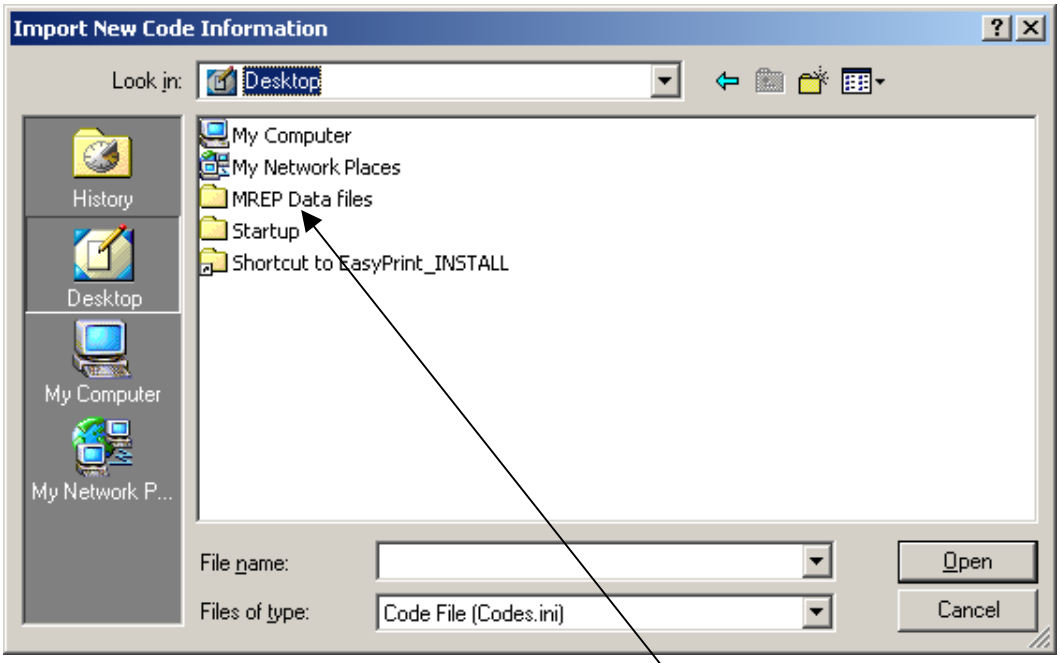
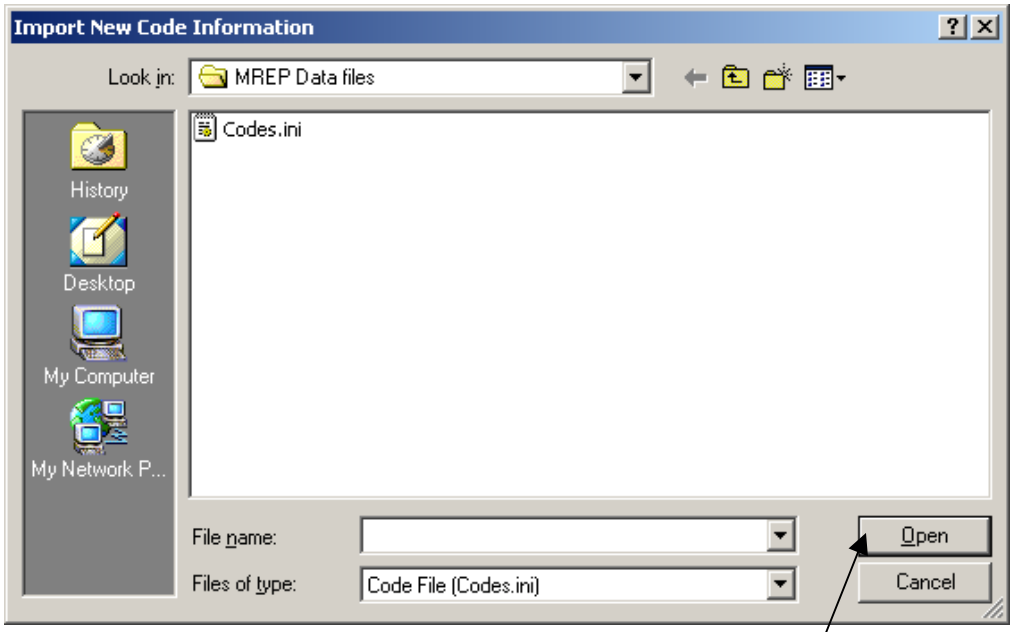
If you select the NO button, the dialogue box disappears and no updates are made to MREP. If you select the YES button, a dialogue box similar to the one below displays.



5. Navigate to the folder or area where you saved the file under step 2. Select the Codes.ini file, then click the Open button.



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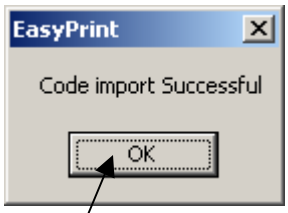
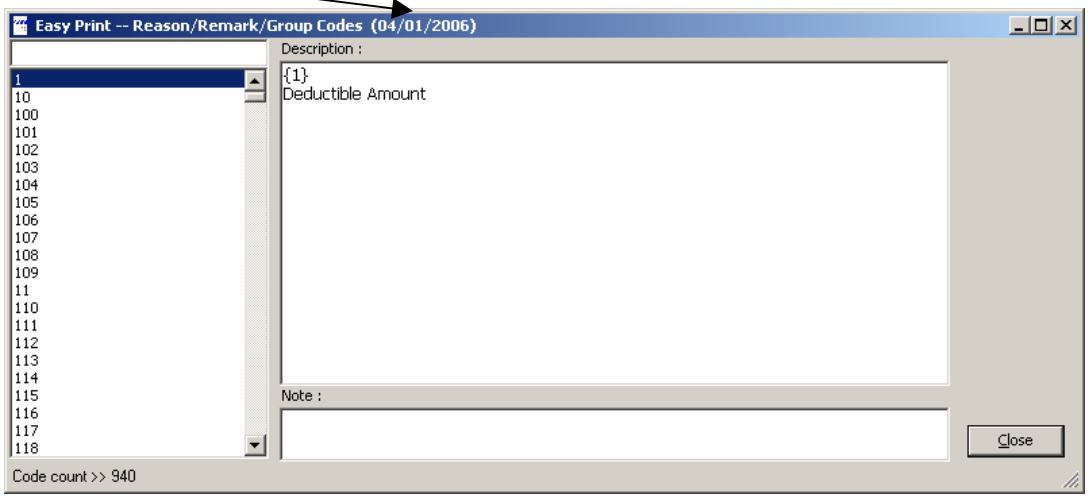
6. After you press the Open button, the following message displays:



Click OK.

7. The latest list of CARC/RARCs exist in the MREP application. To verify that the latest version exists, select “Code Descriptions” from the Tools menu. The following dialogue box displays. Please note that the dialogue box includes the date of the latest version of the code list.



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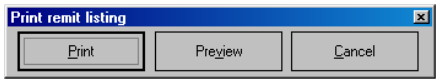
How to Print a List of Claims

1. View the list of claims.

   For the steps to follow, see *How to View a List of Claims for a Remittance Advice* on page 53.

2. Click

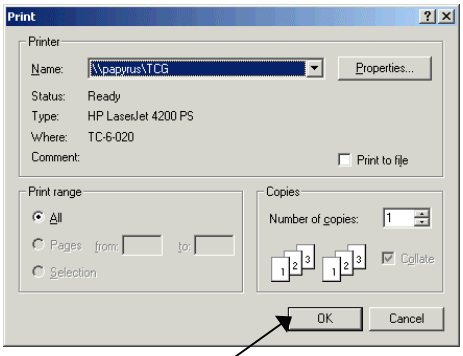
at the bottom of the window. The Print Options window opens:



3. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

   The Print dialog opens, for example:

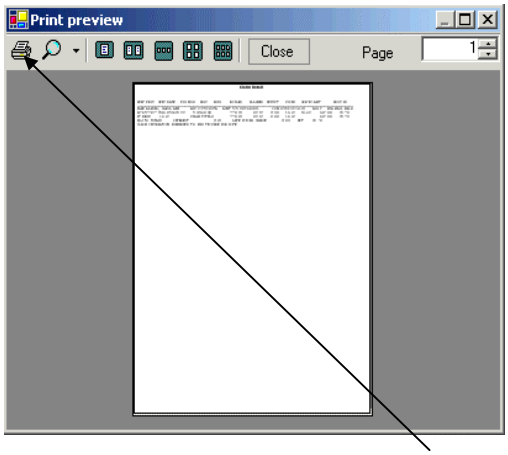


   If you need to change the properties, click Properties and make changes as necessary.

   Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

   The Print Preview window opens:



   Click at the top of the window.

   Medicare Remit Easy Print prints the detail at your default printer.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

At this point, you can:

Find out more about this window	See page 74.
View claim details	Click Claim Detail For more info, see *How to View the Detail for a Claim* on page 55.
Search	Click Search For more info, see *How to Search Payment Information* on page 71.
View a Summary for the Remittance Advice	Click Remit Summary For more info, see *How to View the Total Amounts for a* Remittance Advice on page 57.
View the data that feeds the Remittance Advice	Click Data View For more info, see Making Sense of the Data View Tab on page 80.
View the CARC and RARC codes for the Remittance Advice	Click Glossary For more info, see Making Sense of the Glossary Tab on page 82.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

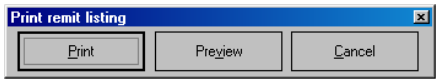
How to Print the Detail for a Claim

1. View the detail for the claim.

   For the steps to follow, see *How to View the Detail for a Claim* on page 55.

2. Click

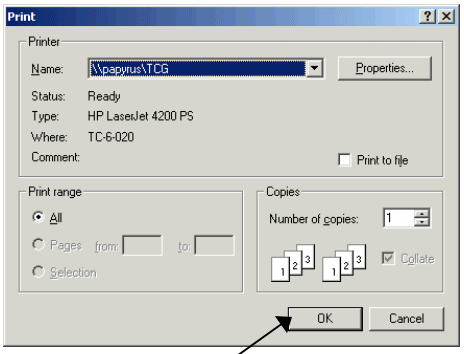
at the bottom of the window. The Print Options window opens:



3. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

   The Print dialog opens, for example:

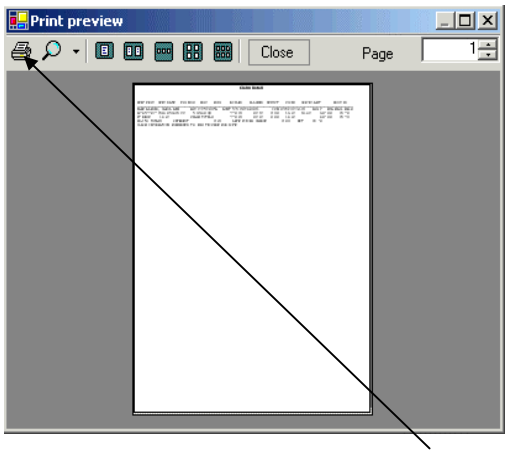


   If you need to change the properties, click Properties and make changes as necessary.

   Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

   The Print Preview window opens:



   Click at the top of the window.

   Medicare Remit Easy Print prints the detail at your default printer.

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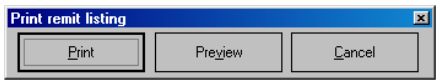
How to Print the Remittance Advice Summary

1. View the Remittance Advice Summary.

   For the steps to follow, see *How to View the Total Amounts for a Remittance Advice* on page 57.

2. Click

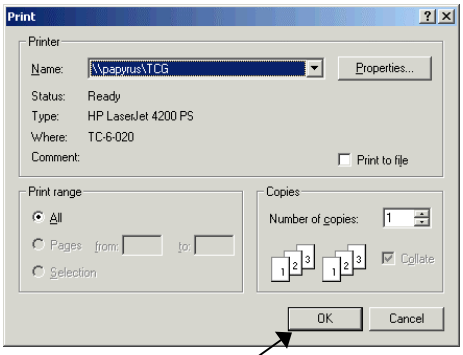
at the bottom of the window. The Print Options window opens:



3. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

   The Print dialog opens, for example:

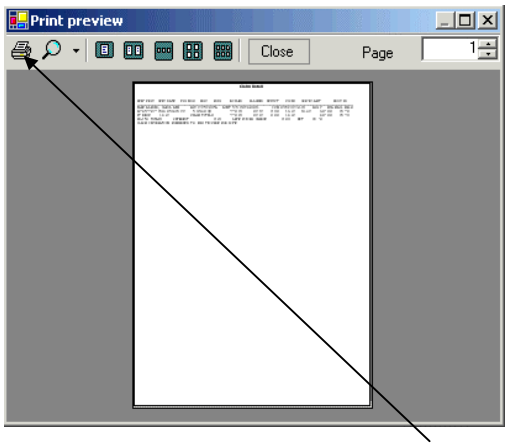


   If you need to change the properties, click Properties and make changes as necessary.

   Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

   The Print Preview window opens:



   Click at the top of the window.

   Medicare Remit Easy Print prints the detail at your default printer.

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Searching Payment Information

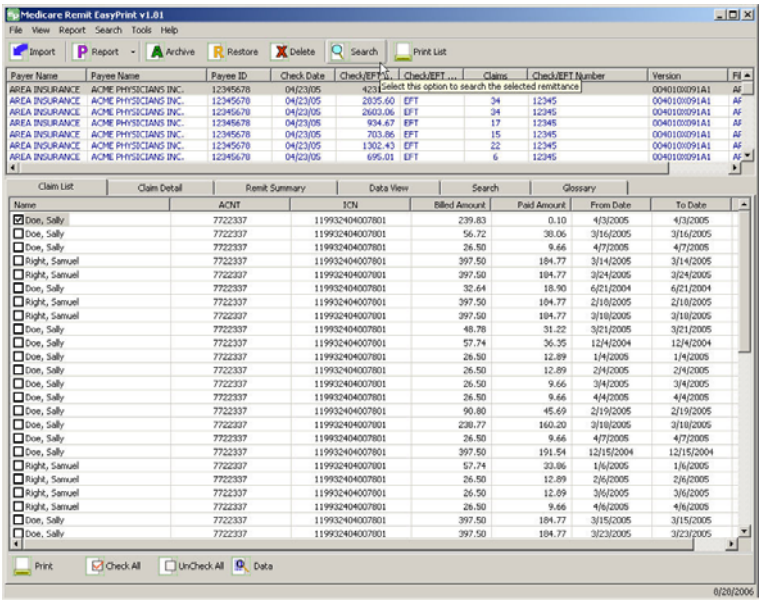
You can search by:

- HICN
- Bene Last Name
- ICN
- Bene Account Number
- Procedure code
- Service date (range of dates in the format MM/DD/YY, MM/DD, MM/YY, DD/YY, MM, DD, or YY; forward slashes are not required when entering a value in the 'Value to Find' field)
- Rendering Provider Number
- NPI
- Adjusted Lines
- COB Claims
- Deductible/Coins Lines
- Denied Lines

How to Search Payment Information

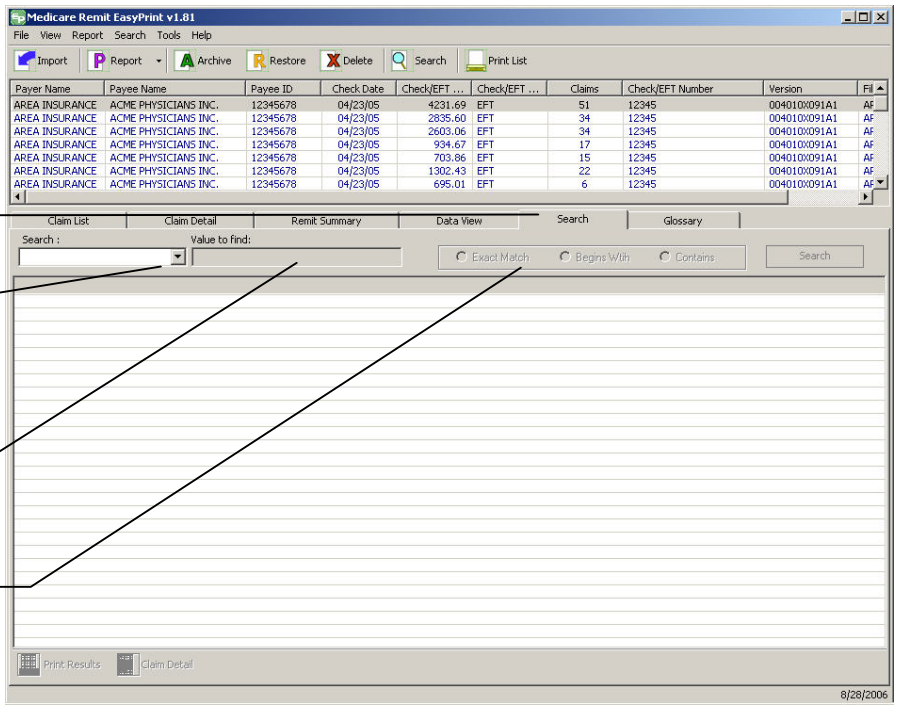
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens:



2. Click the Search button or the Search tab.

   The Search tab opens:



Search tab

Use the drop-down list to select the field you want to search on.

When applicable, enter the value to find.

If available, select the radio button that corresponds with your entry in the Value to find: field.

3. Use the drop-down list to select a search field.

   If applicable, enter the value to find. The Search tab includes three radio buttons for how the field should be searched (Exact Match, Begins With, or Contains). To display the "searched" data, you must select one of these radio buttons before clicking the Search button. The Exact Match, Begins With, and Contains radio buttons are only available for the HICN, INC, Bene Account Number, Bene Last Name, NPI, Procedure Code, and Rendering Provider fields. If the Search: field is not one of these fields, the Exact Match, Begins With, and Contains radio buttons are not available.

   If you select one of the Service Date formats from the drop-down menu, you can

   - enter the date in the Value to find field
   - use the drop-down list only to access the Calendar picker for the MM/DD/YY format only. Use the left and right arrows to select the month, and then click on the date you want.

Hint:
You cannot use a wild card character in the search.

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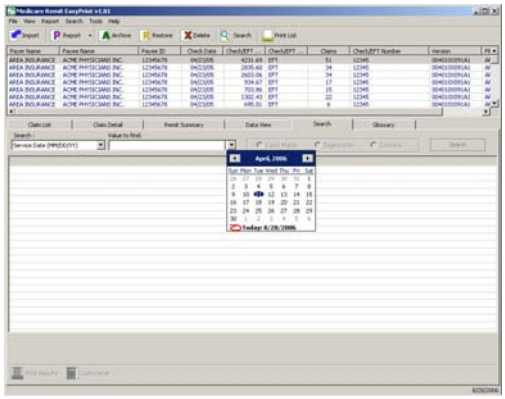
Hint:
You can use a calendar date picker to select a service date.



4. Click the Search key to start the search.

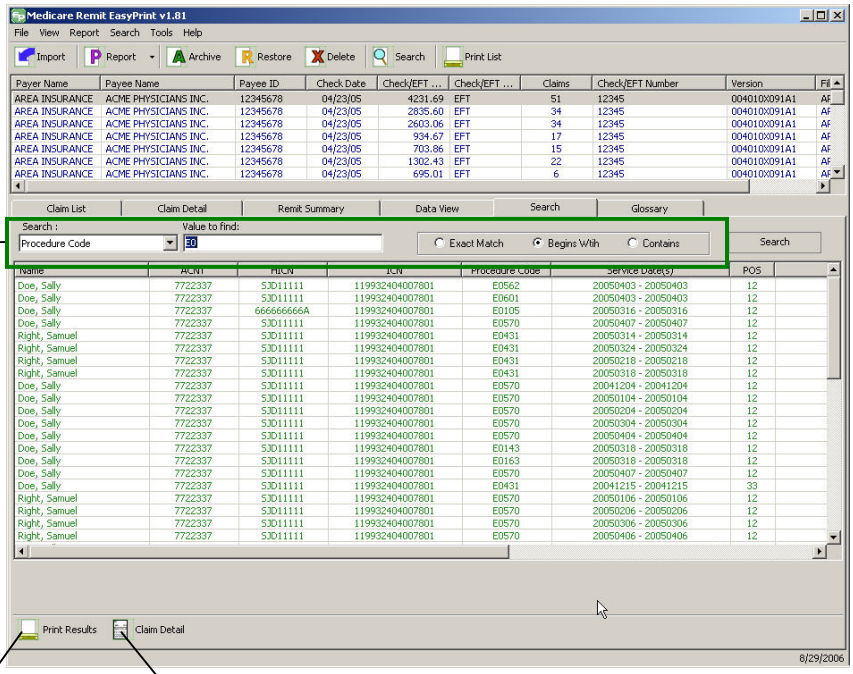
   Medicare Remit Easy Print returns all of the claim lines/info that match the search. For example, if you search for:

   Claims that begin with E0 in the Procedure Code field.

   You could see this list:

Hint:
If you cannot see all the columns, use the horizontal scroll bar.

The search was for a procedure code that begins with E0



Hint:
You can change the sort order by clicking a column heading.

Click to print this list of claims

Click to display the details for these claims

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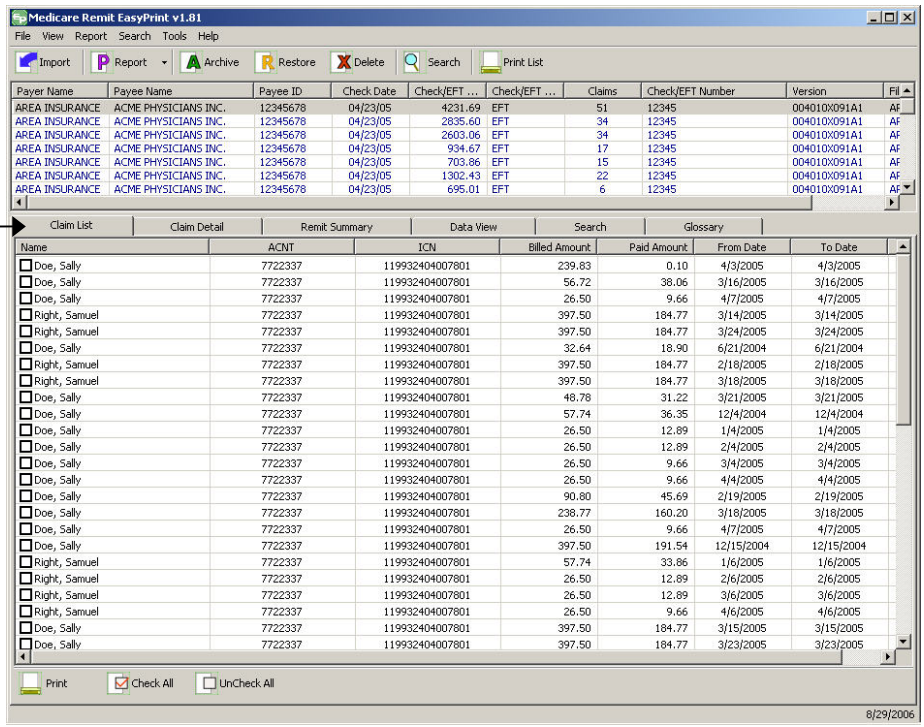
Making Sense of the Claim List Tab

For the procedure to view the claim list, see *How to View a List of Claims for an* MREP Remittance Advice on page 53.

You see the list on the Claim List tab:

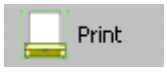


Claim List tab

Hint: Click on a column heading to change the sort order.

Name	This is the name of the beneficiary that the claim was processed for.
ACNT	This is any internal number assigned to the claim by the provider.
ICN	This is the Internal Control Number (ICN), the unique number assigned to the claim when it is received by the carrier.
Billed Amount	This is the total claim dollar billed amount.
Paid Amount	This is the total claim provider billed amount.
From Date	This is the earliest From Date of service on the claim.
To Date	This is the latest To Date of service on the claim.
ASG	This indicates whether or not the provider has accepted assignment for the claim.

Buttons

	Print the list.
	Select all of the claims (to display detail).
	Deselect all of the claims.

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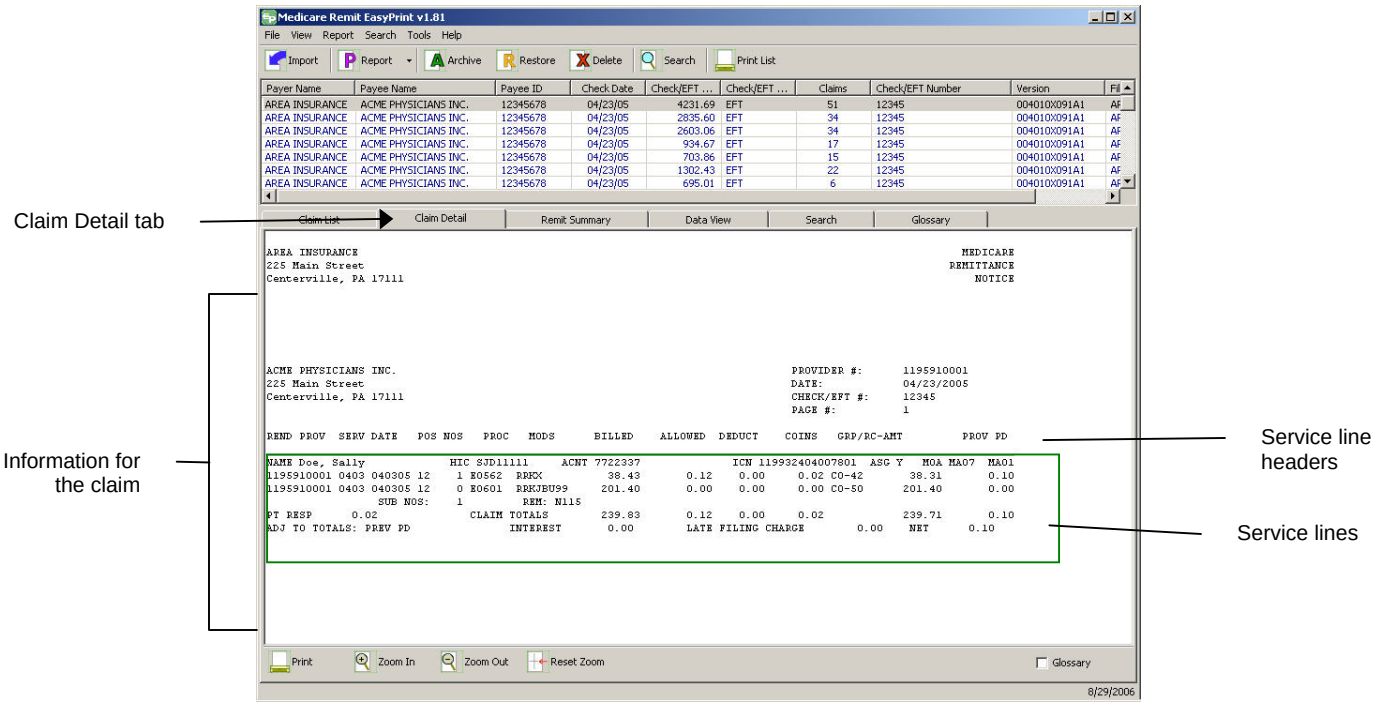
Making Sense of the Claim Detail Tab

For the procedure to view claim detail, see *How to View the Detail for a Claim* on page 55.

You see the claim detail on the Claim Detail tab:



Information for the claim:

NAME	This is the name of the beneficiary for whom the claim was processed.
HIC	This is the Health Insurance Claim (HIC) number of the beneficiary for whom the claim was processed.
ACNT	This is any internal number assigned to the claim by the provider.
ICN	This is the Internal Control Number (ICN), the unique number assigned to the claim when it is received by the carrier.
ASG	This indicates whether or not the provider has accepted assignment for the claim.
MOA	This contains remark codes at the claim level.
Service line headers	
REND PROV	This is the performing provider ID number.
SERV DATE	This is the date(s) of service.
POS	This is the 2-digit Place of Service (POS) code. A list of POS codes is available here: www.cms.hhs.gov/states/poshome.asp
NOS	This is the number of services rendered.

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PROC	This is the HCPCS procedure code. A list of these codes is available here: www.cms.hhs.gov/hipaa/hipaa2/regulations/transactions/default.asp
MODS	These are all the modifiers billed with the procedure.
BILLED	This is the amount the provider billed for the service.
ALLOWED	This is the allowed amount for the service.
DEDUCT	This the amount of any deductible applied to the claim. This is the amount that the beneficiary (or other insurer, if applicable) is responsible for paying the provider.
COINS	This is the amount that the beneficiary (or other insurer, if applicable) is responsible for paying the provider.
GRP/RC	These are any Group Codes and Claim Adjustment Reason Codes for the service line.
AMT	This is the amount of any adjustment made based on the Group and Claims Adjustment Reason Code.
PROV PD	This is the amount the provider was paid for the service.
Second Line of Claim Line	
NPI (if present)	This is the National Provider Identifier.
SUBNOS	This is the submitted number of services.
SUBMITTED PROC	This is the submitted HCPCS procedure code.
REM	These are the Remark Codes at the line level.
Totals	
PT RESP	This is the total amount that the beneficiary owes the provider for this claim.
CLAIM TOTALS	This includes the totals for all service-line level amounts: BILLED ALLOWED DEDUCT COINS AMT PROV PD
ADJ TO TOTALS:	
PREV PD	This field will be blank in Medicare Remit Easy Print.
INTEREST	This is the interest amount paid for claims processing time.
LATE FILING CHARGE	This is the late filing charge.
NET	This is the amount that Medicare owes the provider for this claim.
CLAIM INFORMATION FORWARDED TO:	This is displayed when the claim is being forwarded to a beneficiary's supplemental insurer.
GLOSSARY	These are the Reason and Remark codes that are also shown on the Glossary tab.

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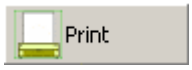
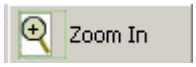
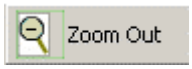
Buttons

	Print the list.
	Refresh the display.
	Zoom in (make the size of the type larger).
	Zoom out (make the size of the type smaller).
	Reset the type to the original size.

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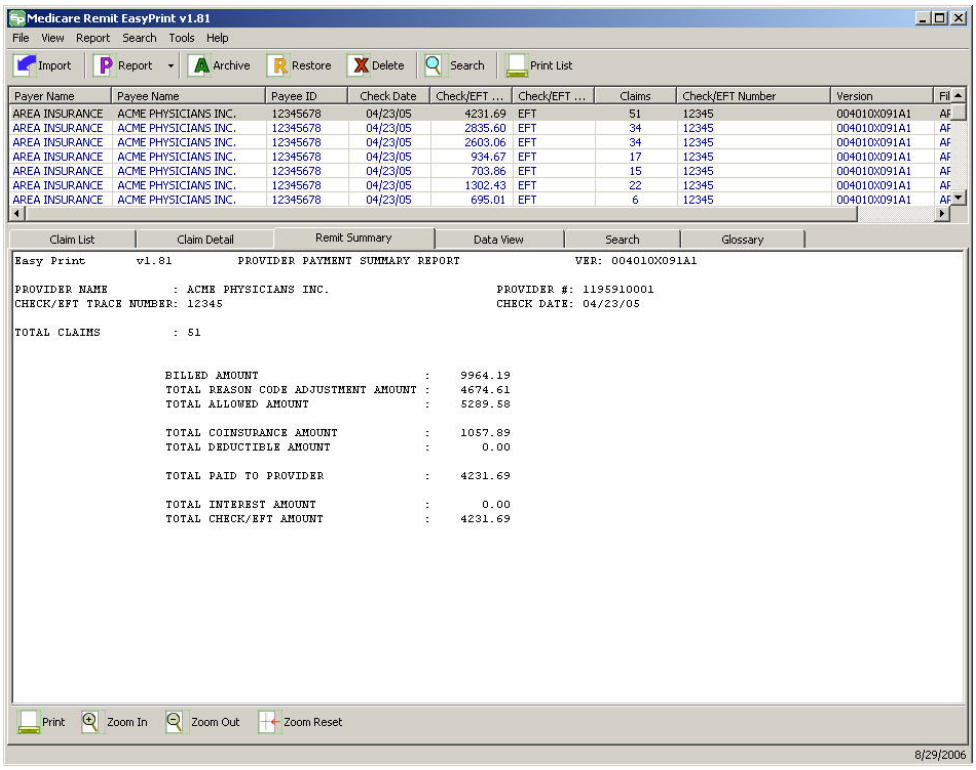
Making Sense of the Remit Summary Tab

For the procedure to view the Remittance Advice detail, see *How to View the Total Amounts for a Remittance Advice* on page 57.

You see the Remittance Advice totals on the Remit Summary tab:

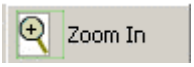
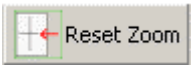


PROVIDER NAME	This is the provider's name.
PROVIDER #	This is the provider's ID number.
CHECK/EFT TRACE NUMBER	This is the tracking number for the check or EFT.
CHECK DATE	This is the date of the check.
TOTAL CLAIMS	This is the total number of claims.
BILLED AMOUNT	This is the total billed amount.
TOTAL REASON CODE ADJUSTMENT AMOUNT	This is the total adjustment amount.
TOTAL ALLOWED AMOUNT	This is the total allowed amount.
TOTAL COINSURANCE AMOUNT	This is the total amount of coinsurance applied.
TOTAL DEDUCTIBLE AMOUNT	This is the total deductible amount.
TOTAL PAID TO PROVIDER	This is the total amount paid to provider.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

TOTAL INTEREST AMOUNT	This is the total amount of interest applied.
TOTAL CHECK /EFT AMOUNT	This is the total amount of the check.
PROV ADJ CODE1	This is the remittance-level adjustment. This field only appears if a remittance-level adjustment is present.

Buttons

	Print the summary
	Zoom in (make the size of the type larger)
	Zoom out (make the size of the type smaller)
	Reset the type to the original size

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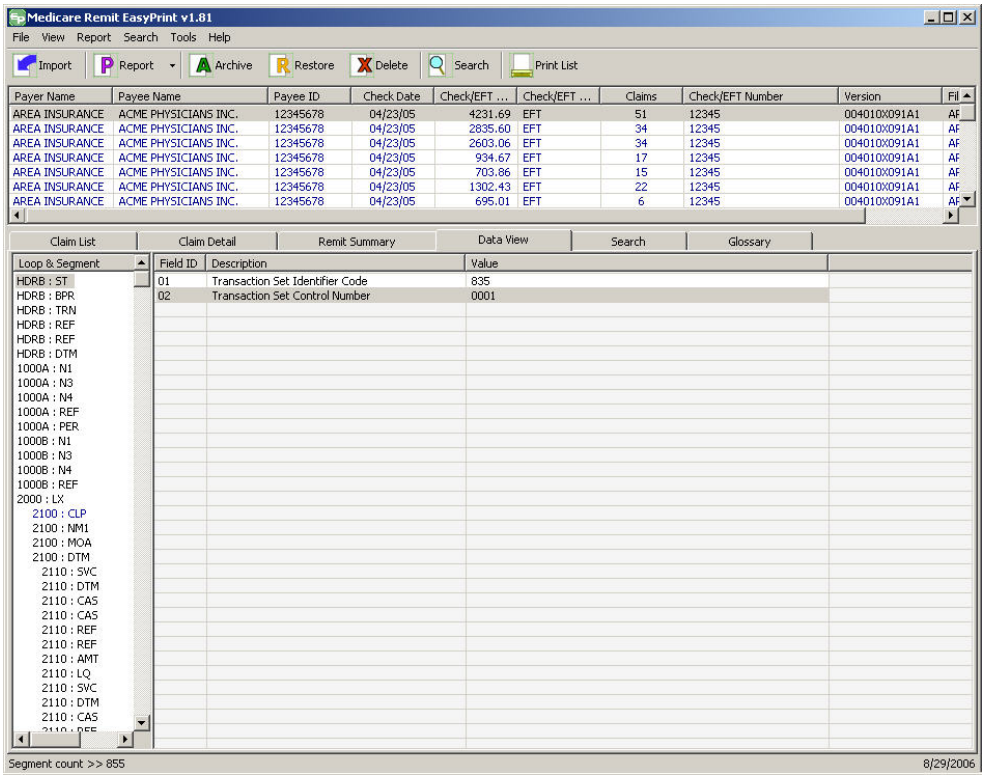
Making Sense of the Data View Tab

For the procedure to view the data, see: How to View the Data in the Import File on page 60.

You see the data displayed for a given Remittance Advice as it is sent in the ERA:



The X12 835 4010A1 format separates data into segments and loops. To understand how to read segments and loops, refer to the X12 835 Implementation Guide.

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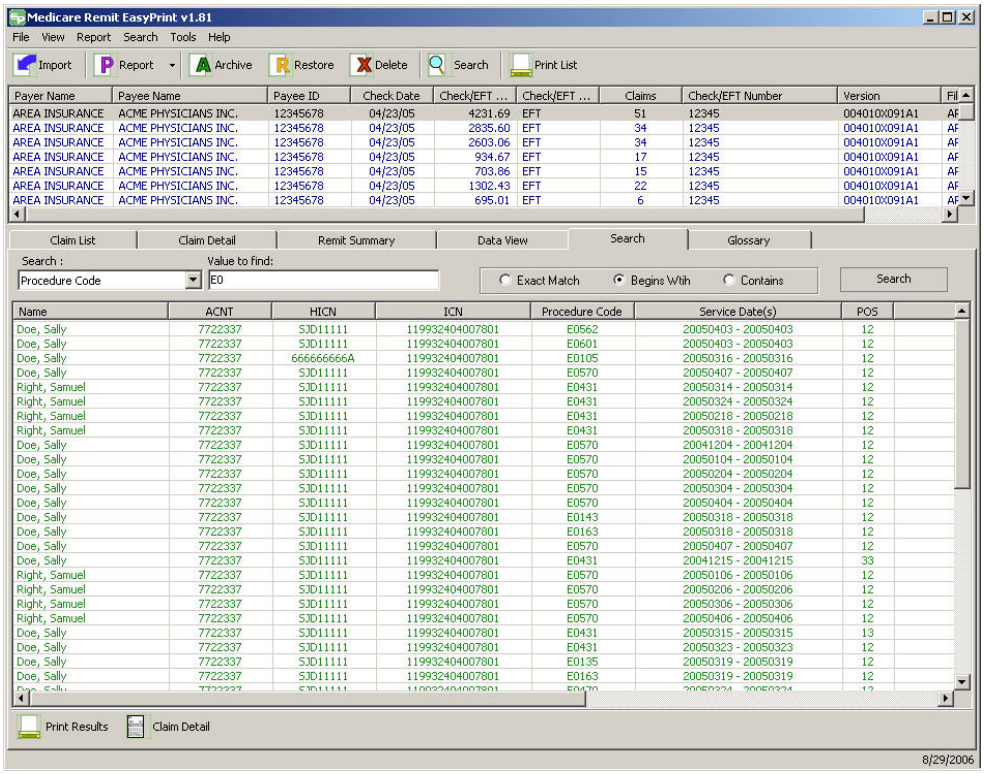
Making Sense of the Search Tab

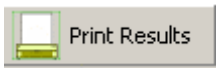
For the procedure to view the data, see:

How to Search Payment Information on page 71.

You see the search criteria and search results on the Search tab:



Buttons



Print the list of claims from the search.

View details for all of the claims from the search.

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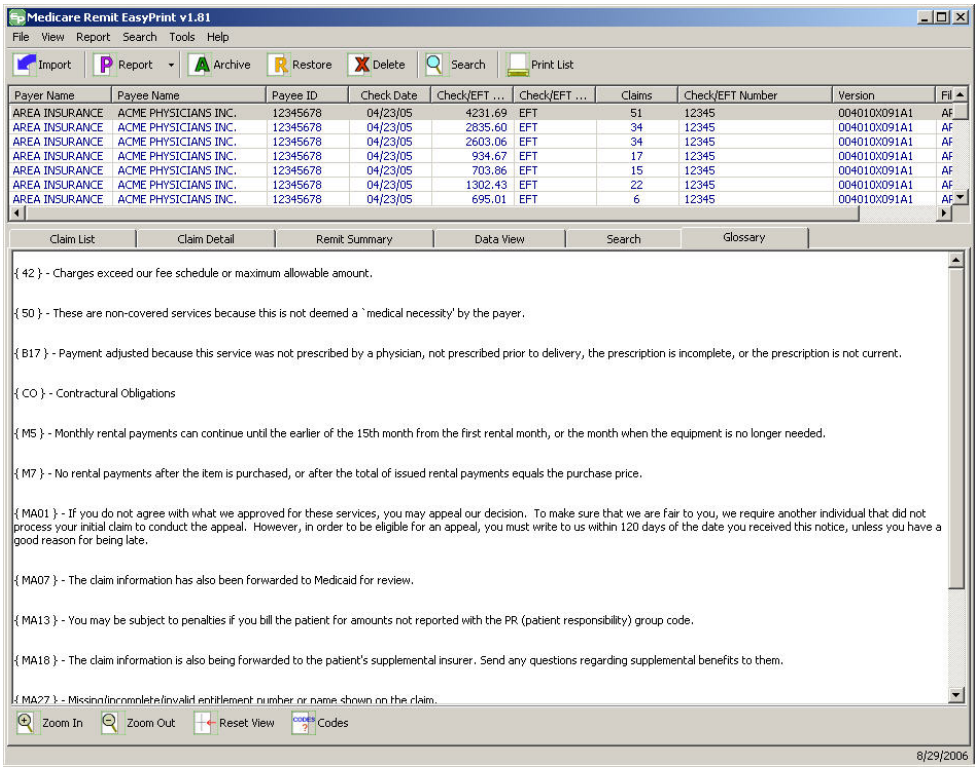
Making Sense of the Glossary Tab

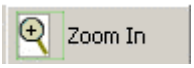
For the procedure to view the data, see:

How to View the CARC and RARC Codes on page 61.

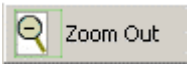
You see the Reason and Remark codes on the Glossary tab:



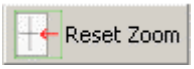
Buttons



Zoom in (make the size of the type larger)



Zoom out (make the size of the type smaller)



Reset the type to the original size

Display a list of all of the codes and matching descriptions and comments

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

Working with Reports

Medicare Remit Easy Print has 9 different reports:

- Denied Service Lines
- Adjusted Service Lines
- Deductible Service Lines
- Coinsurance Service Lines
- Deductible/Co-Insurance Service Lines
- COB Claims Report
- Non-COB Claims Report
- Other Adjustment Report
- Entire Remittance.

Making Sense of the Denied Service Lines Report

This report displays claim service lines that have an allowed amount equal to zero *and* are associated with a claim that does NOT have a claim status 22 (reversed claim). The report includes only the lines on the claim that meet these criteria.

Denied Service Line(s) Report

Generated: 9/6/2006 9:17:45 AM

Carrier: AREA INSURANCE

Payee #: 1195910001
Payee Name: ACME PHYSICIANS INC.
Chk Date: 04/23/05
Chk/EFT #: 12345

Seq #	Prov#/NPI	ACNT # / Name	ICN/HICN	Ln#	Service Date(s)	Proc/Mod	Billed	Allowed	Deduct	Coins	Pd to Prov
00001	1195910001	7722337	11932404007801	02	04/03/05-04/03/05	E0601	201.40	0.00	0.00	0.00	0.00
		Doe Sally	SJD111111			RRKJBU99	Reason Code: CO-50		Remark Codes: N115		
00002	1195910001	7722337	11932404007801	01	04/05/05-04/05/05	E0434	53.00	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00003	1195910001	7722337	11932404007801	01	01/12/05-01/12/05	E1390	344.50	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00004	1195910001	7722337	11932404007801	02	01/12/05-01/12/05	E0431	53.00	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00005	1195910001	7722337	11932404007801	01	02/12/05-02/12/05	E1390	344.50	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00006	1195910001	7722337	11932404007801	02	02/12/05-02/12/05	E0431	53.00	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00007	1195910001	7722337	11932404007801	01	03/12/05-03/12/05	E1390	344.50	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00008	1195910001	7722337	11932404007801	02	03/12/05-03/12/05	E0431	53.00	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00009	1195910001	7722337	11932404007801	01	04/12/05-04/12/05	E1390	344.50	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
00010	1195910001	7722337	11932404007801	02	04/12/05-04/12/05	E0431	53.00	0.00	0.00	0.00	0.00
		Right Samuel	SJD111111			RR	Reason Code: CO-B17		Remark Codes:		
							1844.40	0.00	0.00	0.00	0.00

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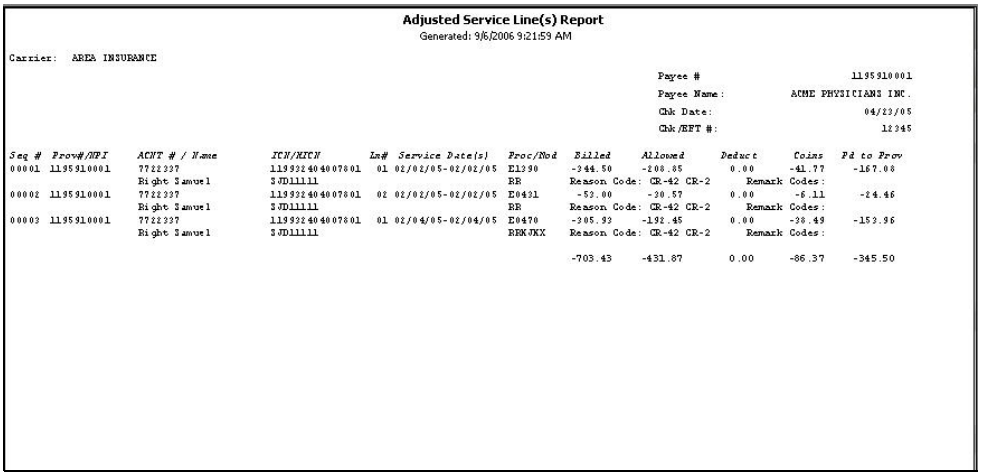
Making Sense of the Adjusted Service Lines Report

This report displays claims that have a status of 22 (reversed claim).

This report does NOT show the adjustment claim that reflects the corrected dollar amounts.



Adjusted Service Line(s) Report
Generated: 9/6/2006 9:21:59 AM

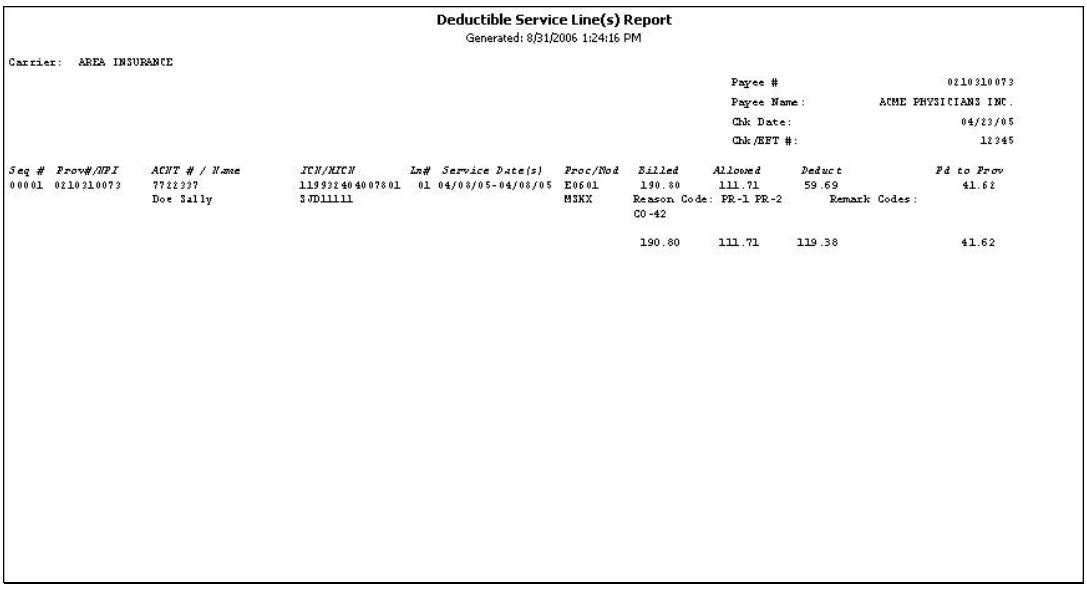
Carrier: AREA INSURANCE

Payee #: 1195910001
Payee Name: ACME PHYSICIANS INC.
Chk Date: 04/23/05
Chk/EFT #: 12345

Seq #	Prov#/NPI	ACNT # / Name	ICN/HICN	Ln#	Service Date(s)	Proc/Mod	Billed	Allowed	Deduct	Coins	Pd to Prov
00001	1195910001	7722227	11993240400701	01	02/02/05-02/02/05	E1390	-344.50	-208.85	0.00	-41.77	-167.08
		Bight Samuel	3JD111111			RB	Reason Code: CR-42 CR-2		Remark Codes:		
00002	1195910001	7722227	11993240400701	02	02/02/05-02/02/05	E0431	-53.00	-30.57	0.00	-6.11	-24.46
		Bight Samuel	3JD111111			RB	Reason Code: CR-42 CR-2		Remark Codes:		
00003	1195910001	7722227	11993240400701	01	02/04/05-02/04/05	E0470	-305.93	-192.45	0.00	-38.49	-153.96
		Bight Samuel	3JD111111			RRKJNX	Reason Code: CR-42 CR-2		Remark Codes:		
							-703.43	-431.87	0.00	-86.37	-345.50

Making Sense of the Deductible Service Lines Report

This report shows claim service lines that have deductible amounts greater than zero, as well as those service lines with only deductible amounts greater than zero. It includes only the lines on the claim that meet these criteria.



Deductible Service Line(s) Report
Generated: 8/31/2006 1:24:16 PM

Carrier: AREA INSURANCE

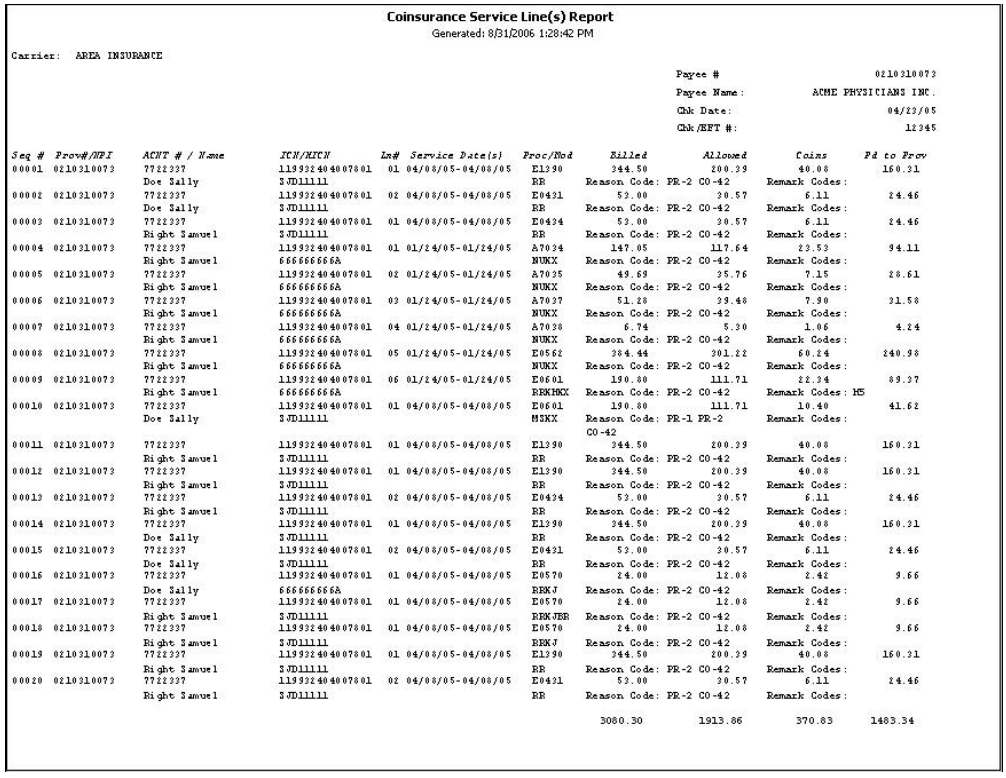
Payee #: 0210210073
Payee Name: ACME PHYSICIANS INC.
Chk Date: 04/23/05
Chk/EFT #: 12345

Seq #	Prov#/NPI	ACNT # / Name	ICN/HICN	Ln#	Service Date(s)	Proc/Mod	Billed	Allowed	Deduct	Pd to Prov
00001	0210210073	7722227	11993240400701	01	04/08/05-04/08/05	E0601	190.80	111.71	59.69	41.62
		Doe Sally	3JD111111			MSNX	Reason Code: PR-1 PR-2		Remark Codes:	
							CO-42			
							190.80	111.71	119.38	41.62

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

Making Sense of the Coinsurance Service Lines Report

This report shows claim service lines that have coinsurance amounts greater than zero, as well as those service lines with only coinsurance amounts greater than zero. It includes only the lines on the claim that meet these criteria.



Coinsurance Service Line(s) Report

Generated: 8/31/2006 1:28:42 PM

Carrier: AREA INSURANCE

Payee #: 021031007 3
Payee Name: ACME PHYSICIANS INC.
Chk Date: 04/23/05
Chk/EFT #: 12345

Seq #	Prov#/NPI	ACNT # / Name	ICN/MICN	Ln#	Service Date(s)	Proc/Mod	Billed	Allowed	Coins	Pd to Prov
00001	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	EL390	344.50	200.39	40.08	160.31
		Doe Sally	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00002	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	02	04/08/05-04/08/05	E0421	53.00	30.57	6.11	24.46
		Doe Sally	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00003	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	E0424	53.00	30.57	6.11	24.46
		Right Samuel	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00004	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	01/24/05-01/24/05	A7034	147.05	117.64	23.53	94.11
		Right Samuel	6 66 66 66 66 A			NUNX	Reason Code: PR-2 CO-42		Remark Codes:	
00005	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	02	01/24/05-01/24/05	A7035	49.69	35.76	7.15	28.61
		Right Samuel	6 66 66 66 66 A			NUNX	Reason Code: PR-2 CO-42		Remark Codes:	
00006	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	03	01/24/05-01/24/05	A7037	51.28	39.48	7.90	31.58
		Right Samuel	6 66 66 66 66 A			NUNX	Reason Code: PR-2 CO-42		Remark Codes:	
00007	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	04	01/24/05-01/24/05	A7038	6.74	5.20	1.06	4.24
		Right Samuel	6 66 66 66 66 A			NUNX	Reason Code: PR-2 CO-42		Remark Codes:	
00008	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	05	01/24/05-01/24/05	E0562	384.44	301.22	60.24	240.98
		Right Samuel	6 66 66 66 66 A			NUNX	Reason Code: PR-2 CO-42		Remark Codes:	
00009	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	06	01/24/05-01/24/05	E0601	190.80	111.71	22.34	89.37
		Right Samuel	6 66 66 66 66 A			RRKHKX	Reason Code: PR-2 CO-42		Remark Codes: M5	
00010	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	E0601	190.80	111.71	10.40	41.62
		Doe Sally	5 JD111 11			MSNX	Reason Code: PR-1 CO-42	PR-2	Remark Codes:	
00011	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	EL390	344.50	200.39	40.08	160.31
		Right Samuel	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00012	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	EL390	344.50	200.39	40.08	160.31
		Right Samuel	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00013	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	02	04/08/05-04/08/05	E0424	53.00	30.57	6.11	24.46
		Right Samuel	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00014	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	EL390	344.50	200.39	40.08	160.31
		Doe Sally	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00015	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	02	04/08/05-04/08/05	E0421	53.00	30.57	6.11	24.46
		Doe Sally	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00016	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	E0570	24.00	12.08	2.42	9.66
		Doe Sally	6 66 66 66 66 A			RRKJ	Reason Code: PR-2 CO-42		Remark Codes:	
00017	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	E0570	24.00	12.08	2.42	9.66
		Right Samuel	5 JD111 11			RRKJRR	Reason Code: PR-2 CO-42		Remark Codes:	
00018	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	E0570	24.00	12.08	2.42	9.66
		Right Samuel	5 JD111 11			RRKJ	Reason Code: PR-2 CO-42		Remark Codes:	
00019	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	01	04/08/05-04/08/05	EL390	344.50	200.39	40.08	160.31
		Right Samuel	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
00020	021031007 3	77 22 337	11 9 93 2 40 40 07 80 1	02	04/08/05-04/08/05	E0421	53.00	30.57	6.11	24.46
		Right Samuel	5 JD111 11			RR	Reason Code: PR-2 CO-42		Remark Codes:	
							3080.30	1913.86	370.83	1483.34

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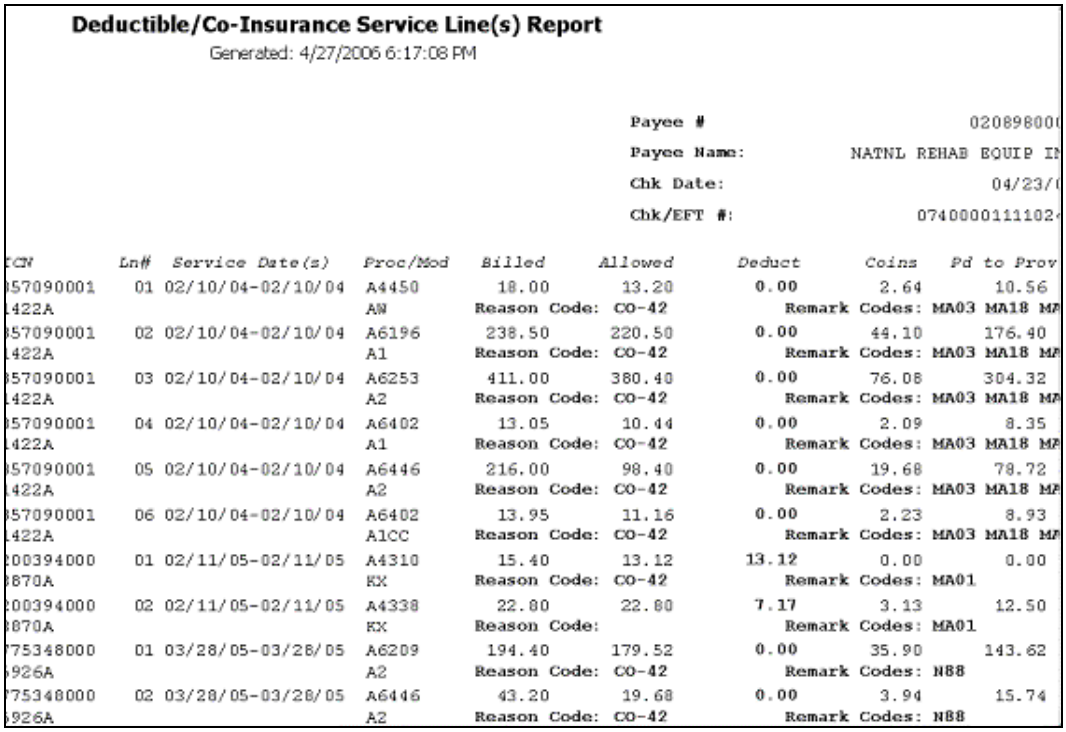
Making Sense of the Deductible/Co-Insurance Service Lines Report

This report shows claim service lines that have both deductible and coinsurance amounts greater than zero, as well as those service lines with only coinsurance or deductible amounts greater than zero. It includes only the lines on the claim that meet these criteria.



Deductible/Co-Insurance Service Line(s) Report

Generated: 4/27/2006 6:17:08 PM

Payee # 020898000
Payee Name: NATNL REHAB EQUIP IN
Chk Date: 04/23/0
Chk/EFT #: 0740000111102

ICN	Ln#	Service Date(s)	Proc/Mod	Billed	Allowed	Deduct	Coins	Pd to Prov
457090001	01	02/10/04-02/10/04	A4450	18.00	13.20	0.00	2.64	10.56
1422A			AN	Reason Code: CO-42		Remark Codes: MA03 MA18 MA		
457090001	02	02/10/04-02/10/04	A6196	238.50	220.50	0.00	44.10	176.40
1422A			A1	Reason Code: CO-42		Remark Codes: MA03 MA18 MA		
457090001	03	02/10/04-02/10/04	A6253	411.00	380.40	0.00	76.08	304.32
1422A			A2	Reason Code: CO-42		Remark Codes: MA03 MA18 MA		
457090001	04	02/10/04-02/10/04	A6402	13.05	10.44	0.00	2.09	8.35
1422A			A1	Reason Code: CO-42		Remark Codes: MA03 MA18 MA		
457090001	05	02/10/04-02/10/04	A6446	216.00	98.40	0.00	19.68	78.72
1422A			A2	Reason Code: CO-42		Remark Codes: MA03 MA18 MA		
457090001	06	02/10/04-02/10/04	A6402	13.95	11.16	0.00	2.23	8.93
1422A			A1CC	Reason Code: CO-42		Remark Codes: MA03 MA18 MA		
200394000	01	02/11/05-02/11/05	A4310	15.40	13.12	13.12	0.00	0.00
1870A			KX	Reason Code: CO-42		Remark Codes: MA01		
200394000	02	02/11/05-02/11/05	A4338	22.80	22.80	7.17	3.13	12.50
1870A			KX	Reason Code:		Remark Codes: MA01		
775348000	01	03/28/05-03/28/05	A6209	194.40	179.52	0.00	35.90	143.62
1926A			A2	Reason Code: CO-42		Remark Codes: N88		
775348000	02	03/28/05-03/28/05	A6446	43.20	19.68	0.00	3.94	15.74
1926A			A2	Reason Code: CO-42		Remark Codes: N88		

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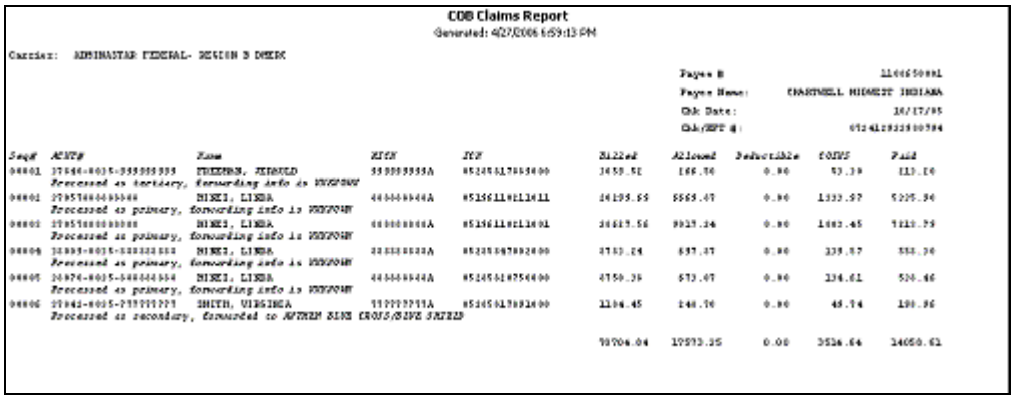
Making Sense of the COB Claims Report

This report shows those X12 835v4010A1 claims that were crossed over. The requirement for crossover claims to print on the report is that the 2100.CLP02 data field must contain one of the following values:

19 Processed as Primary, Forwarded to Additional Payer(s)

20 Processed as Secondary, Forwarded to Additional Payer(s)

21 Processed as Tertiary, Forward to Additional Payer(s)



COB Claims Report

Generated: 4/27/2006 6:59:13 PM

Carrier: ADMINASTAR FEDERAL- 952108 3 DMERC

Payee ID: 1144650881
Payee Name: CHARTWELL MIDWEST INDIANA
Chk Date: 10/17/05
Chk/EFT #: 0724128338 0784

Seq#	ACN#	Name	HICN	ICN	Billed	Allowed	Deductible	COINS	Paid
04801	37648-4015-999999999	TREEMAN, JERROLD	999999999A	852451785 8400	1450.51	188.70	0.00	53.19	113.10
	Processed as tertiary, forwarding info to WPSFOHC								
04801	37857444455548	NIKKI, LINDA	444444444A	852561145113411	14195.65	5869.47	0.00	1333.57	5205.90
	Processed as primary, forwarding info to WPSFOHH								
04801	37857888888888	NIKKI, LINDA	888888888A	852561145113401	30617.56	9029.24	0.00	1483.45	7113.79
	Processed as primary, forwarding info to WPSFOHH								
04804	38889-4015-888888888	NIKKI, LINDA	888888888A	852858788 2400	4751.24	687.47	0.00	338.57	550.90
	Processed as primary, forwarding info to WPSFOHH								
04805	36876-4015-548844454	NIKKI, LINDA	444444444A	852456187 54400	4750.35	673.47	0.00	134.61	538.46
	Processed as primary, forwarding info to WPSFOHH								
04806	37842-4015-719771771	SMITH, VIRGINIA	111777711A	852456178 82400	1194.45	148.70	0.00	48.14	190.96
	Processed as secondary, forwarded to AETNA BLUE CROSS/BLUE SHIELD								
					98704.84	19573.35	0.00	3536.64	14050.61

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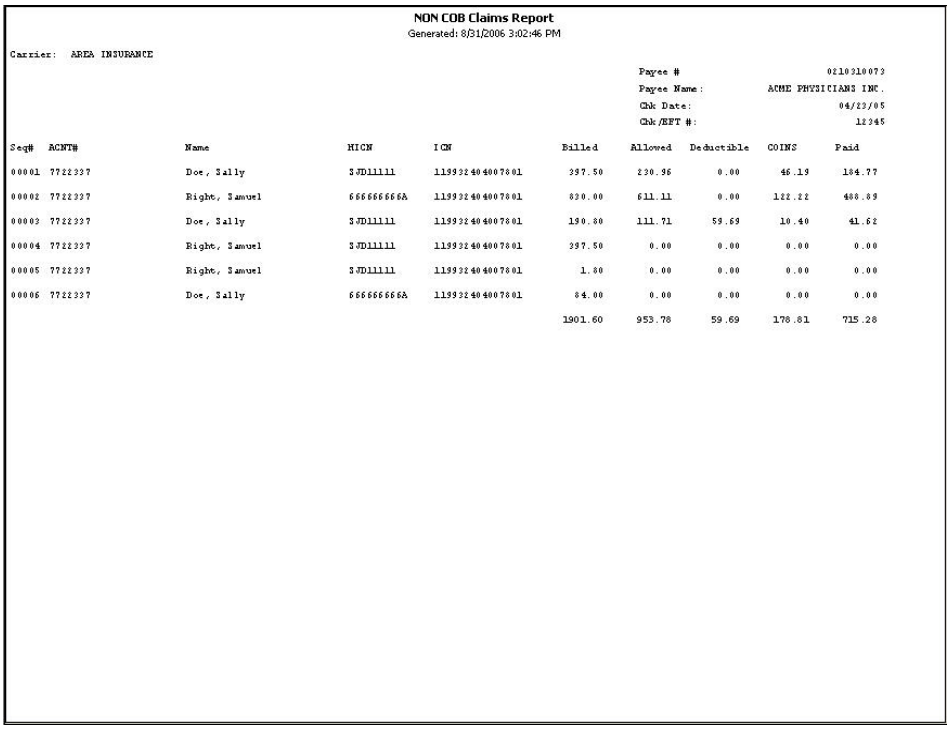
Making Sense of the Non-COB Claims Report

This report shows those X12 835v4010A1 claims that did not cross over. The requirement for claims to print on the report is that the 2100.CLP02 data field does not contain one of the following values:

19 Processed as Primary, Forwarded to Additional Payer(s)

20 Processed as Secondary, Forwarded to Additional Payer(s)

22 Processed as Tertiary, Forward to Additional Payer(s)



NON COB Claims Report

Generated: 8/31/2006 3:02:46 PM

Carrier: AREA INSURANCE

Payee #: 021021007?
Payee Name: ACME PHYSICIANS INC.
Chk Date: 04/22/05
Chk/EFT #: 12345

Seq#	ACNT#	Name	HICN	ICN	Billed	Allowed	Deductible	COINS	Paid
00001	7722327	Doe, Sally	SJDllllll	11993240400781	397.50	230.96	0.00	46.19	184.77
00002	7722327	Right, Samuel	666666666A	11993240400781	830.00	611.11	0.00	122.22	488.89
00003	7722327	Doe, Sally	SJDllllll	11993240400781	190.80	111.71	59.69	10.40	41.62
00004	7722327	Right, Samuel	SJDllllll	11993240400781	397.50	0.00	0.00	0.00	0.00
00005	7722327	Right, Samuel	SJDllllll	11993240400781	1.80	0.00	0.00	0.00	0.00
00006	7722327	Doe, Sally	666666666A	11993240400781	84.00	0.00	0.00	0.00	0.00
					1901.60	953.78	59.69	178.81	715.28

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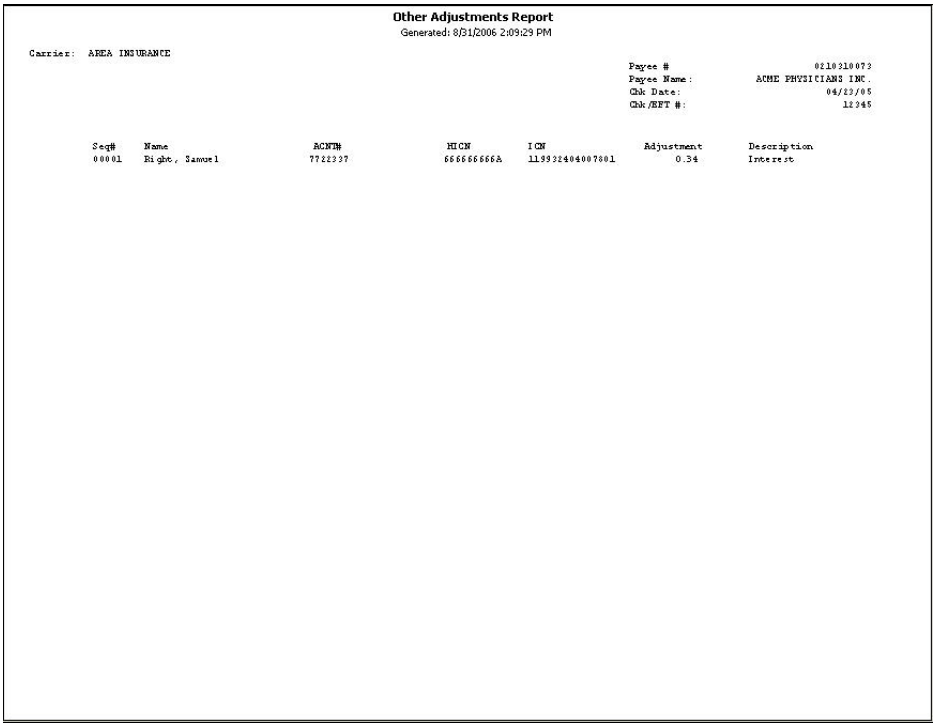
Making Sense of the Other Adjustments Report

This report shows those X12 835v4010A1 claims that had some type of adjustment. Claims that have Late Filing and Interest and remittances that have Withholding and a Forwarding Balance print on the report.



Other Adjustments Report
Generated: 8/31/2006 2:09:29 PM

Carrier: AREA INSURANCE

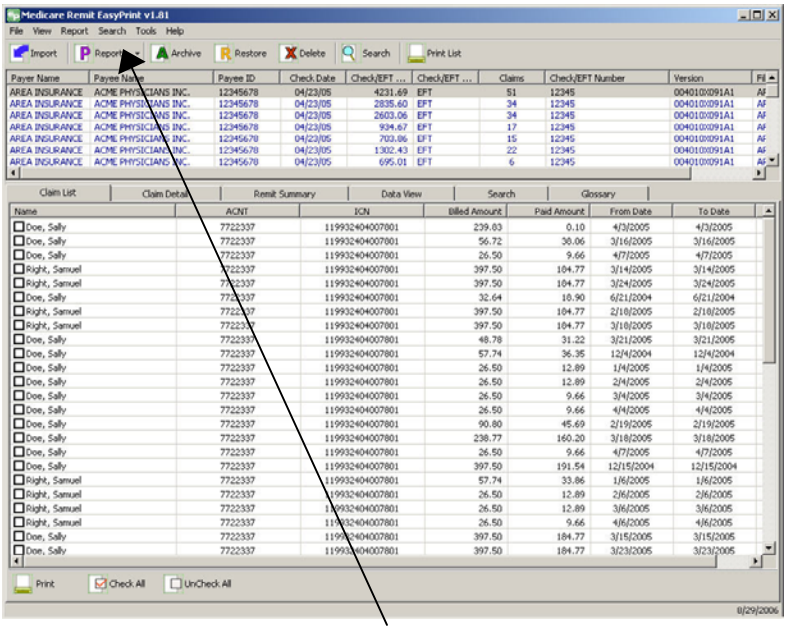
Payee #: 0210210073
Payee Name: ACME PHYSICIANS INC.
Chk Date: 04/23/05
Chk/EFT #: 12345

Seq#	Name	ACNT#	HICN	ICN	Adjustment	Description
00001	Right, Samuel	7722337	666666666A	11993240400780l	0.34	Interest

How to Print the Denied Service Lines Report

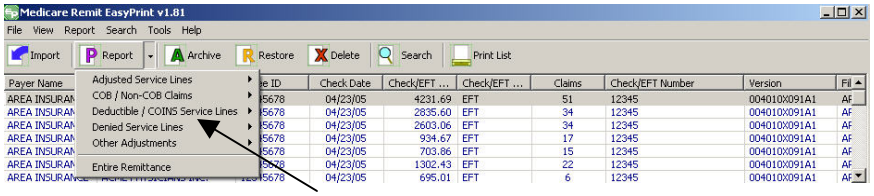
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

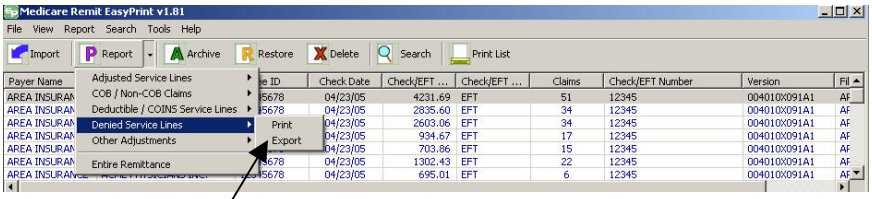
   The Report List displays:



3. Select Denied Service Lines.

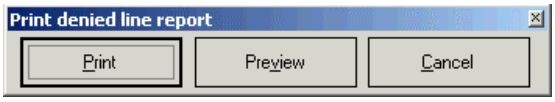
Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Print and Export options display:



4. Select Print.

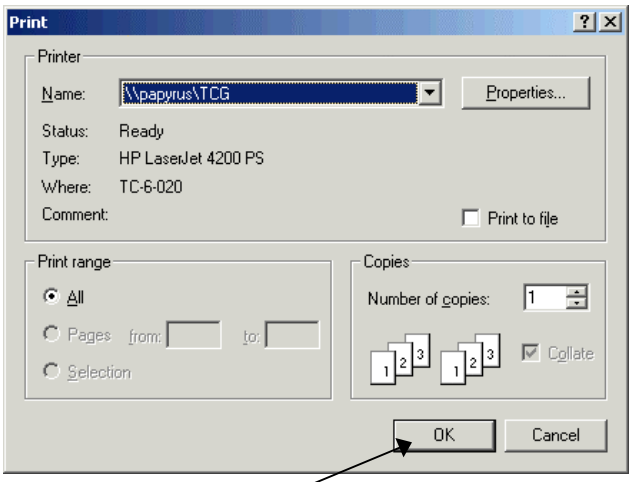
   The Print Options window opens:



5. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

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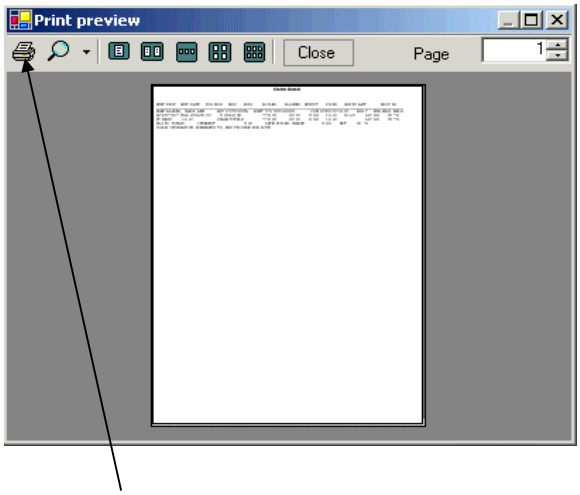
B. Click Preview to view a preview of the printed page before printing.

The Print Preview window opens:



Click at the top of the window.

Medicare Remit Easy Print prints the detail at your default printer.

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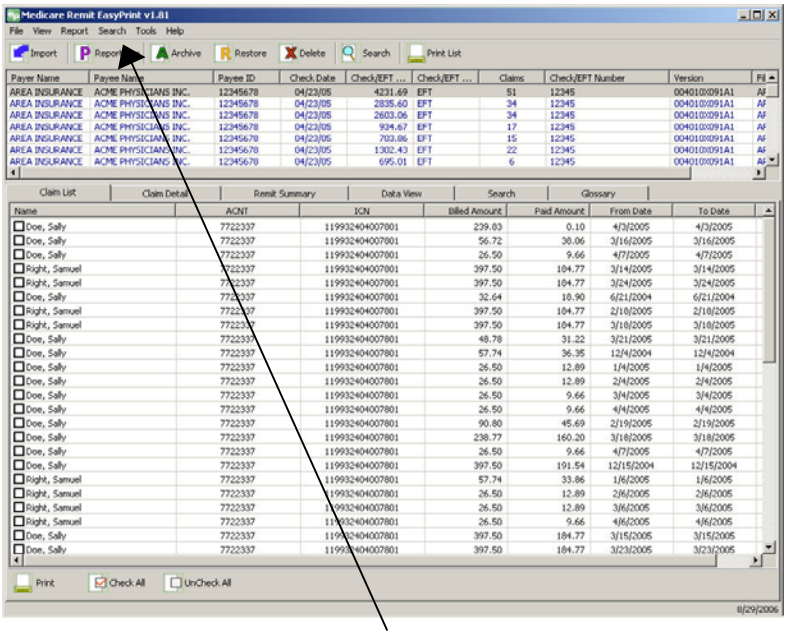
How to Export the Denied Service Lines Report

You export the report in .csv (comma separated values) format.

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

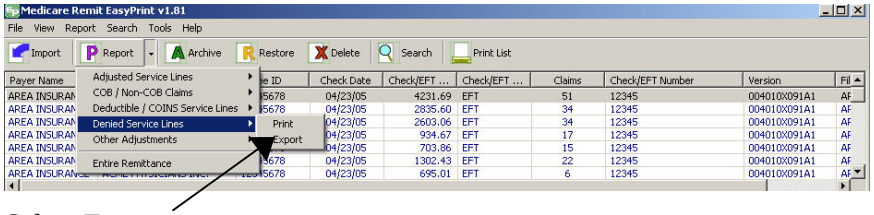


2. Click the down arrow on the Report button.

   The Report List displays.

3. Select Denied Service Lines.

   The Print and Export options display:



4. Select Export.

   The Export folder window opens:

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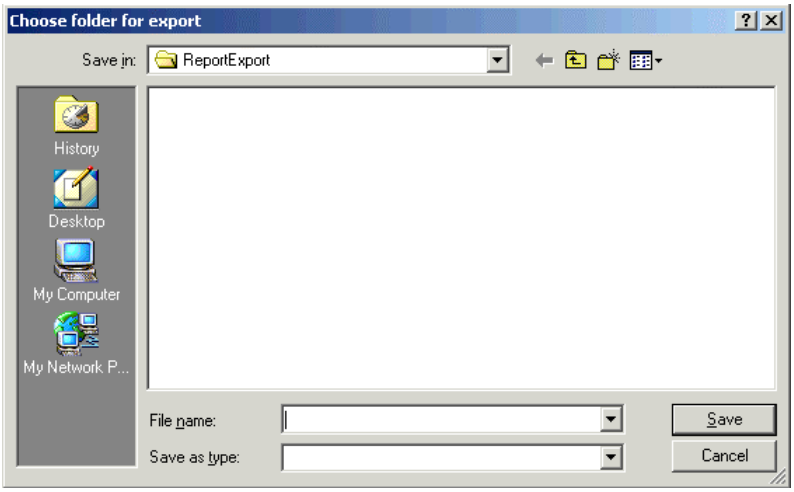
Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.



5. Enter the file name.
6. Click the Save button.

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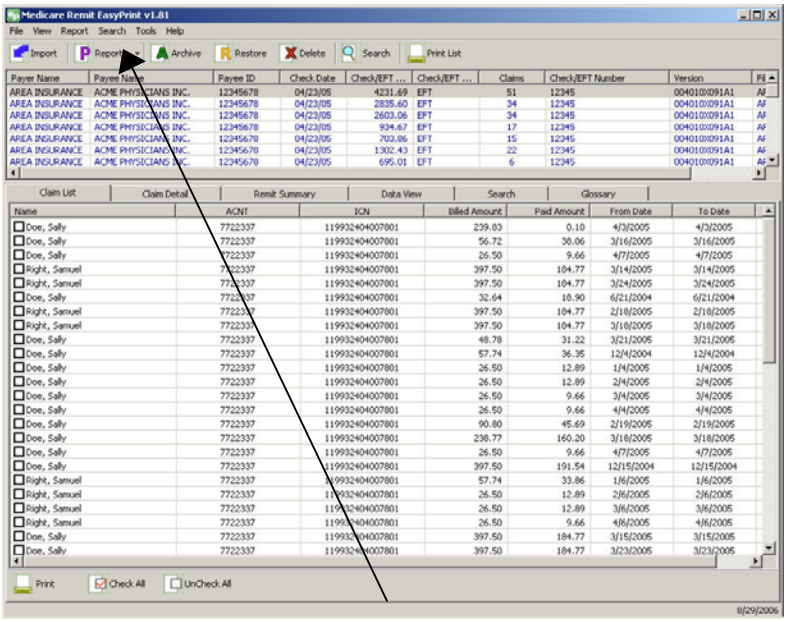
How to Print the Adjusted Service Lines Report

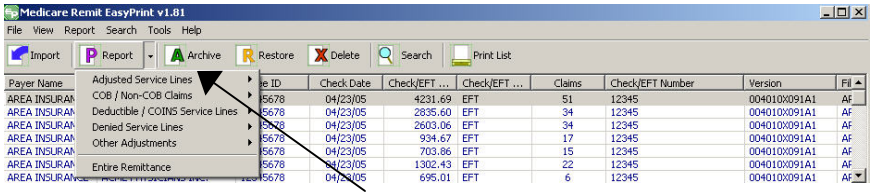
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens:



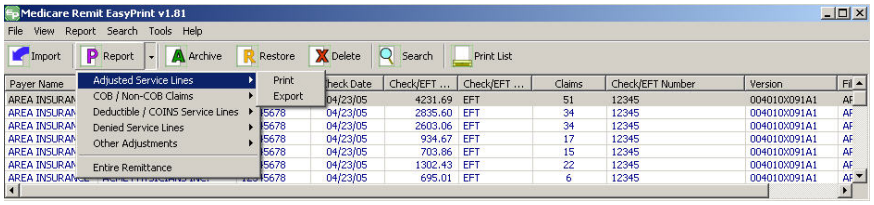
2. Click the down arrow on the Report button.

   The Report List displays:



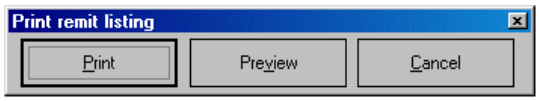
3. Select Adjusted Service Lines.

   The Print and Export options display:



Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

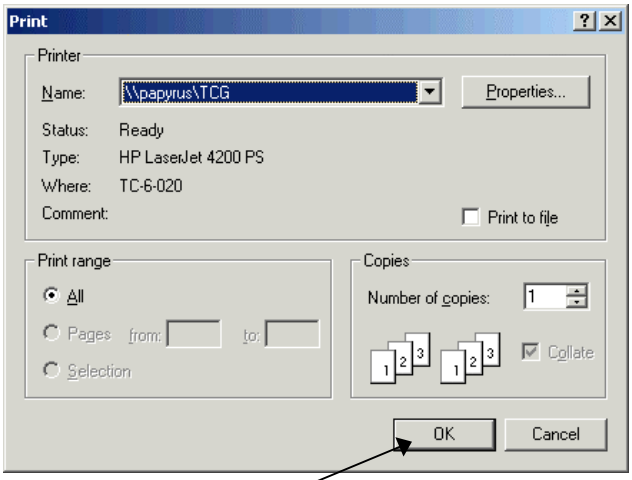
4. Select Print. The Print Options window displays:



5. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

   The Print dialog opens, for example:

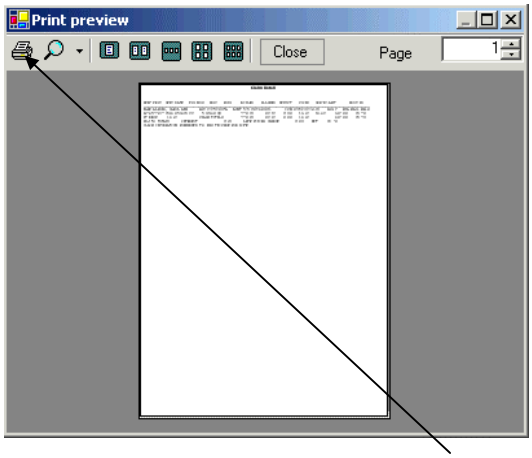


   If you need to change the properties, click Properties and make changes as necessary.

   Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

   The Print Preview window opens:



   Click at the top of the window.

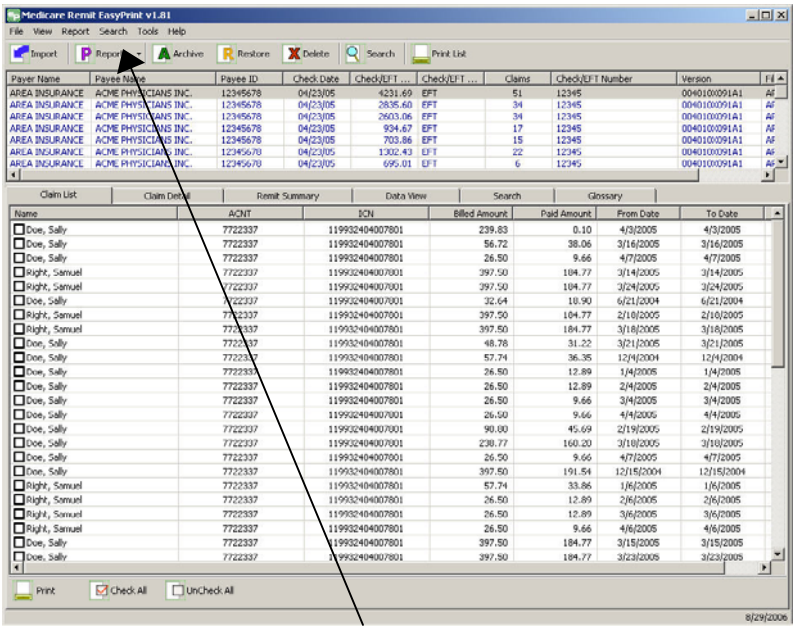
   Medicare Remit Easy Print prints the detail at your default printer.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Export the Adjusted Service Lines Report

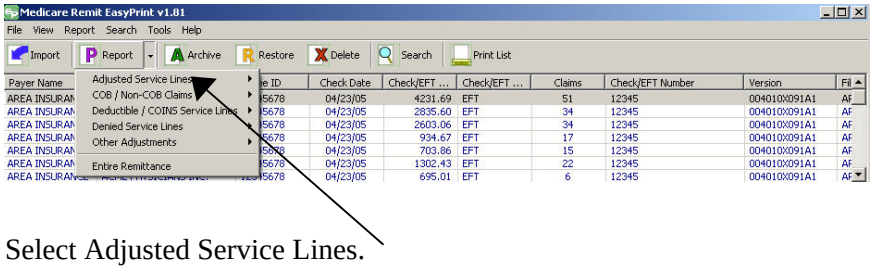
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

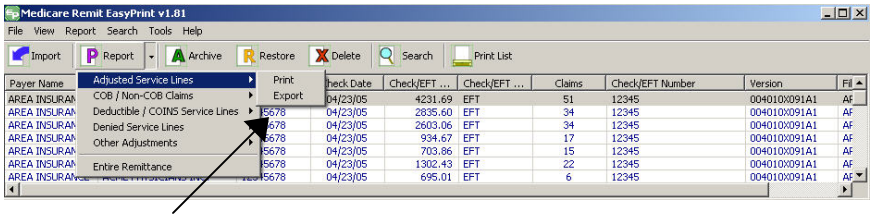
   The Report List displays:



3. Select Adjusted Service Lines.

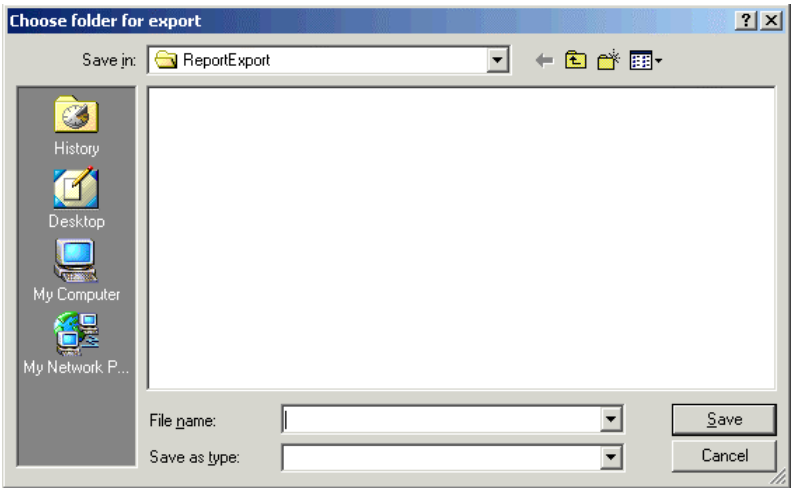
   The Print and Export options display:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



4. Select Export.

   The Export folder window opens:



Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.

5. Enter the file name.
6. Click the Save button.

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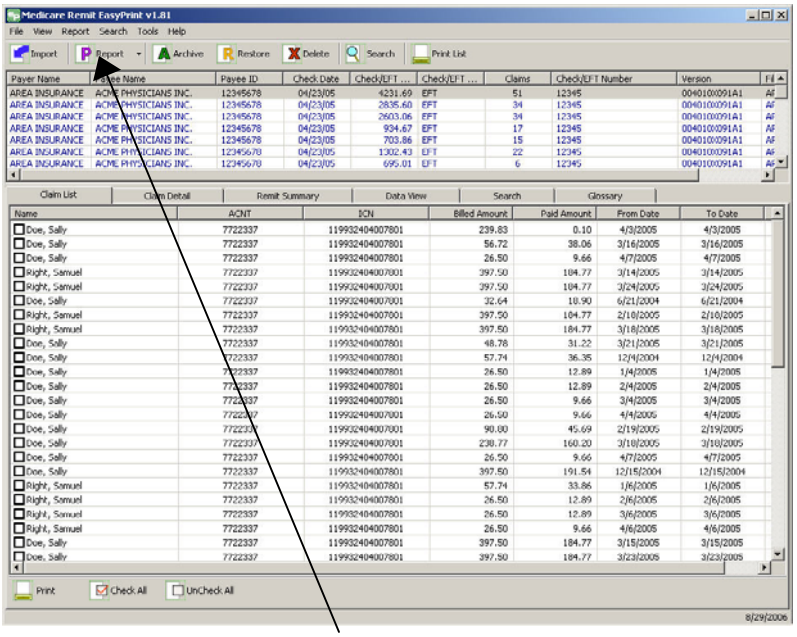
How to Print the Deductible Service Lines Report

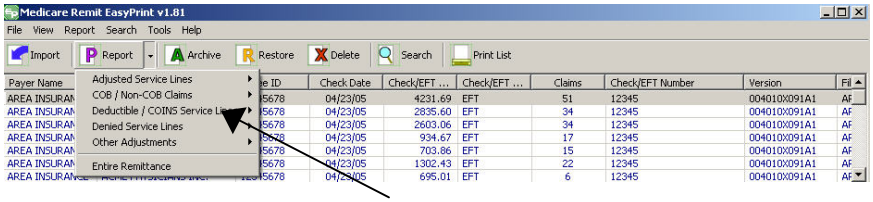
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

   The Report List displays:

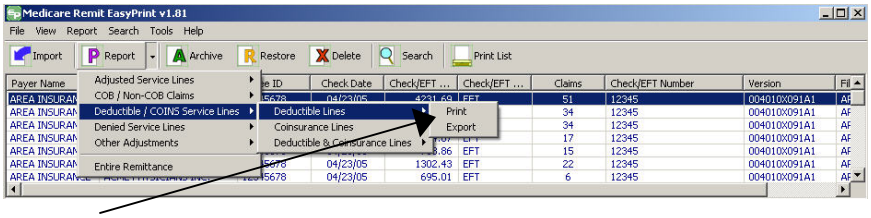


3. Select Deductible/COINS Service Lines.

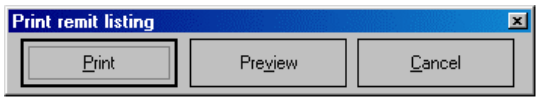
   The Deductive/COINS Service Lines report options display.

4. Select Deductible Lines:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



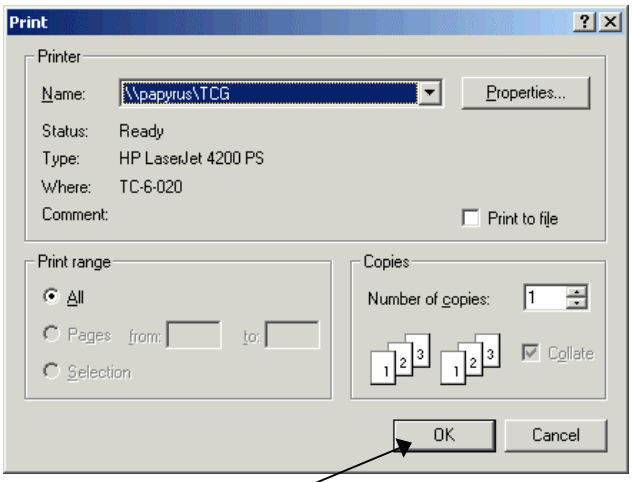
5. Select Print. The Print Options window displays:



6. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



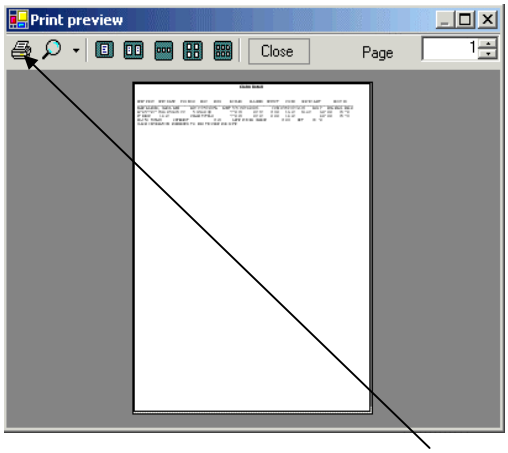
      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Print Preview window opens:



Click at the top of the window.

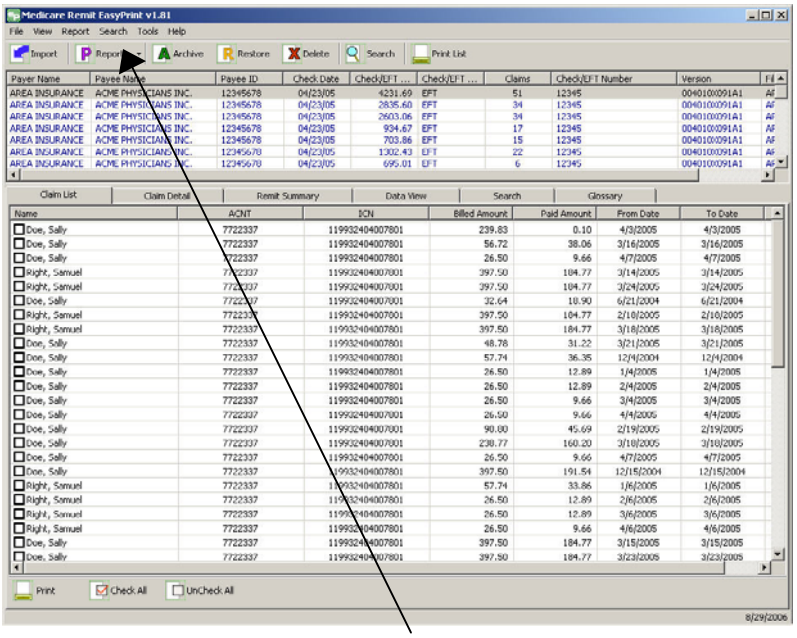
Medicare Remit Easy Print prints the detail at your default printer.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Export the Deductible Service Lines Report

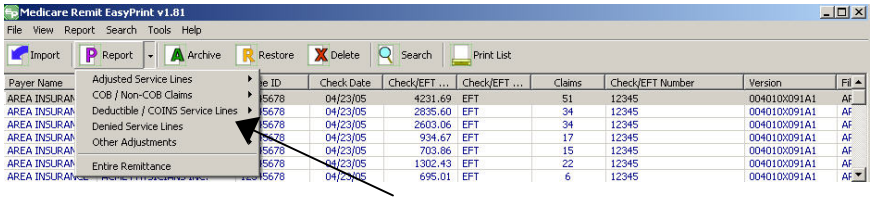
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

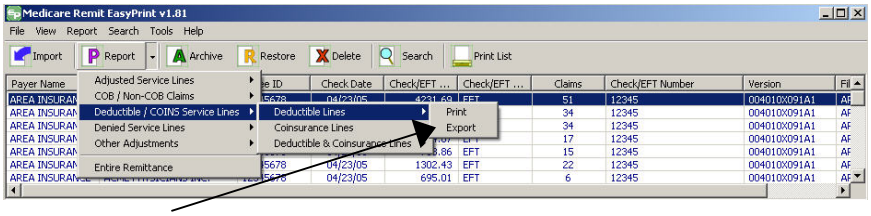
   The Report List displays:



3. Select Deductible/COINS Service Lines.

   The Deductible/COIN Service Lines report options display.

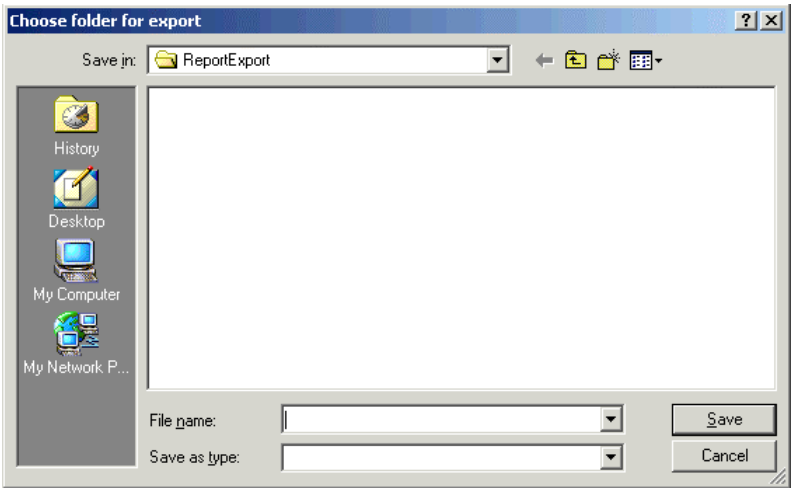
4. Select Deductible Lines:



5. Select Export.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Export folder window opens:



Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.

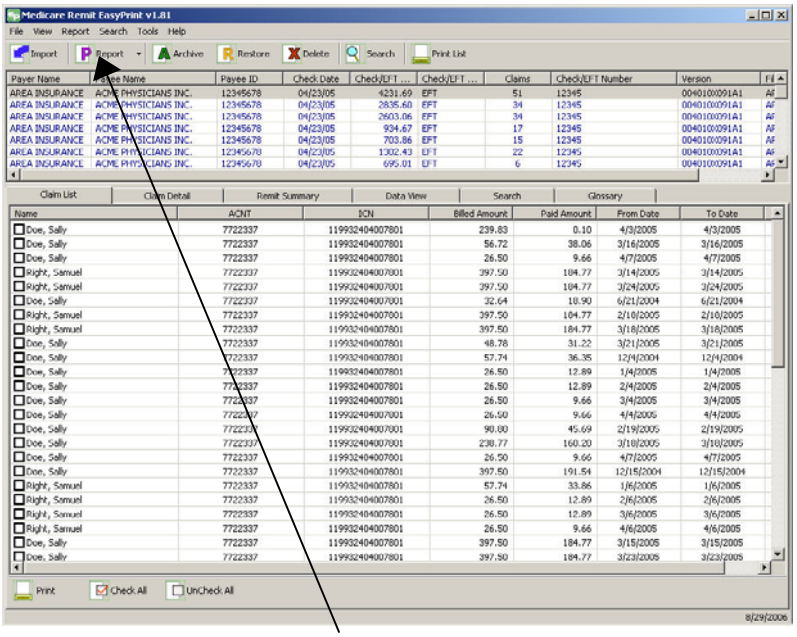
6. Enter the file name.
7. Click the Save button.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Print the Co-Insurance Service Lines Report

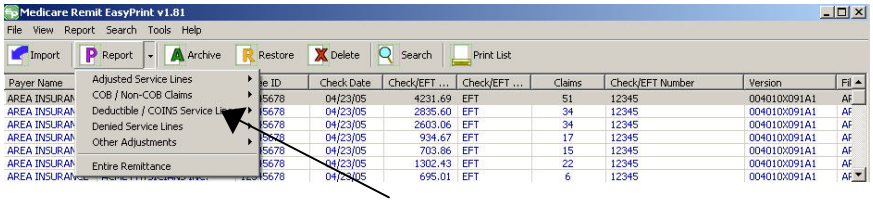
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

   The Report List displays:

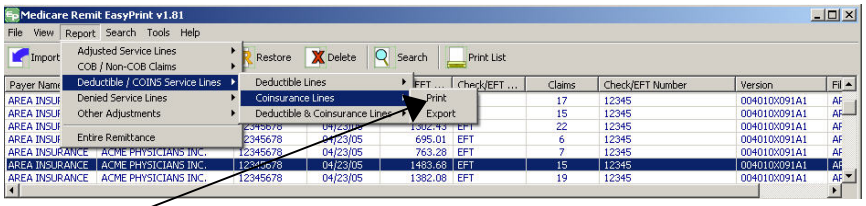


3. Select Deductible/COINS Service Lines.

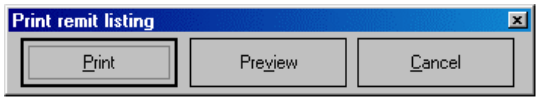
   The Deductible/COINS Service Lines report options display.

4. Select Coinsurance Lines:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



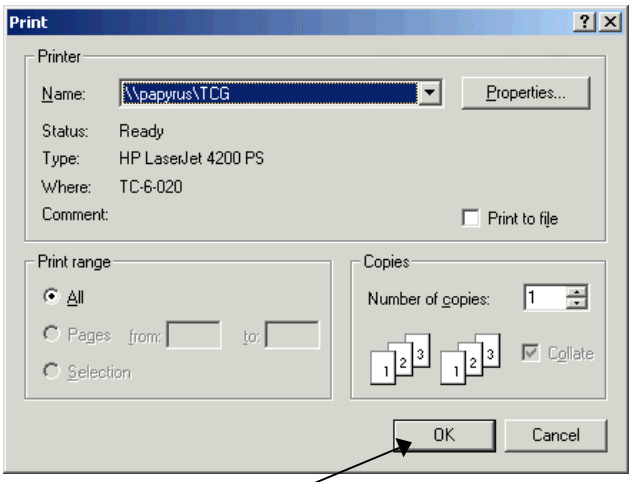
5. Select Print. The Print Options window displays:



6. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



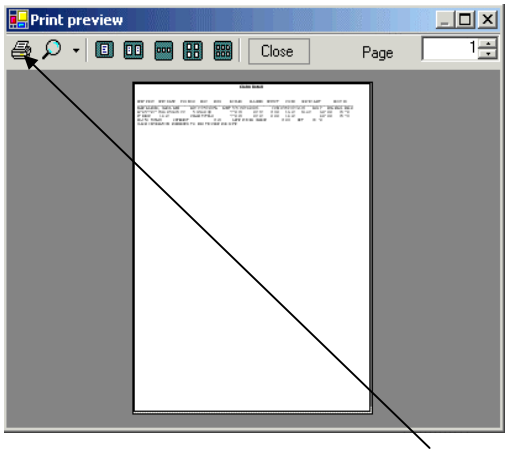
      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Print Preview window opens:



Click at the top of the window.

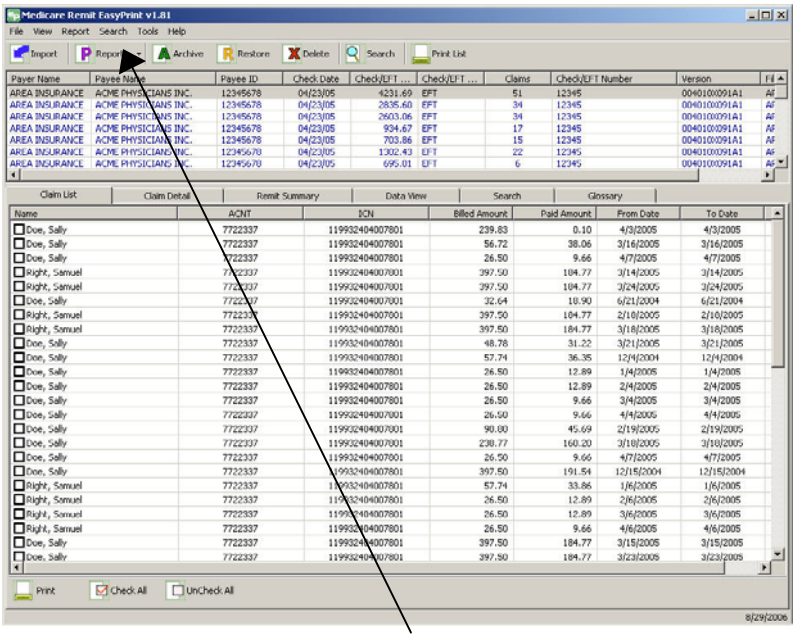
Medicare Remit Easy Print prints the detail at your default printer.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Export the Co-Insurance Service Lines Report

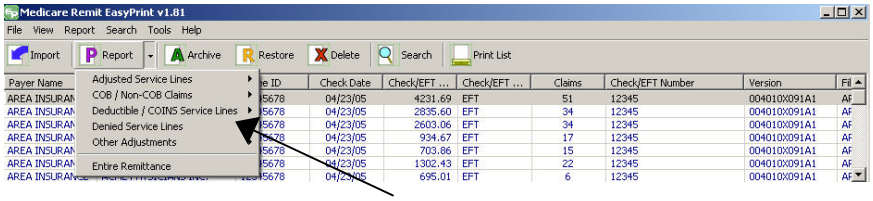
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

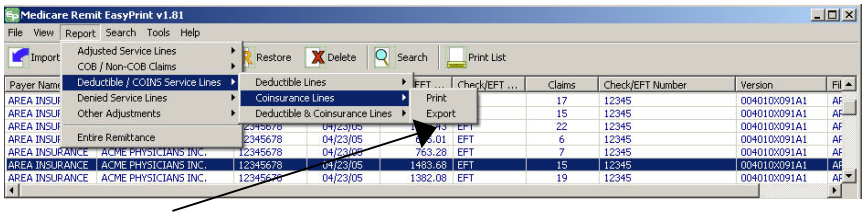
   The Report List displays:



3. Select Deductible/COINS Service Lines.

   The Deductible/COIN report options display.

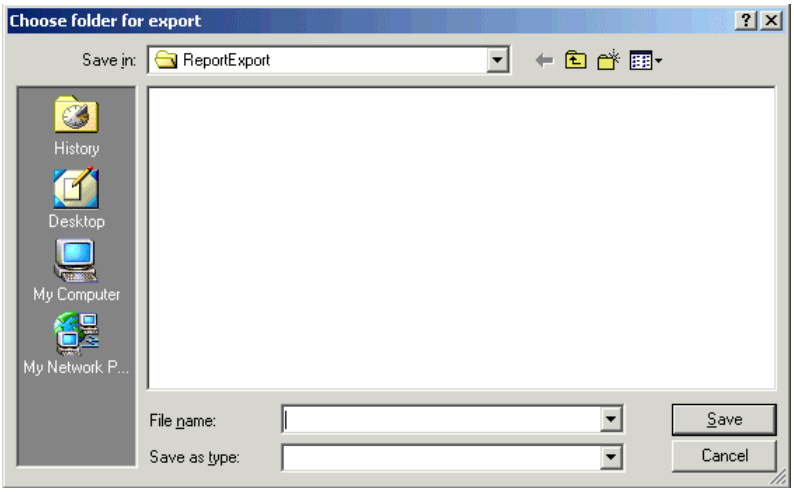
4. Select Coinsurance Lines:



5. Select Export.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Export folder window opens:



Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.

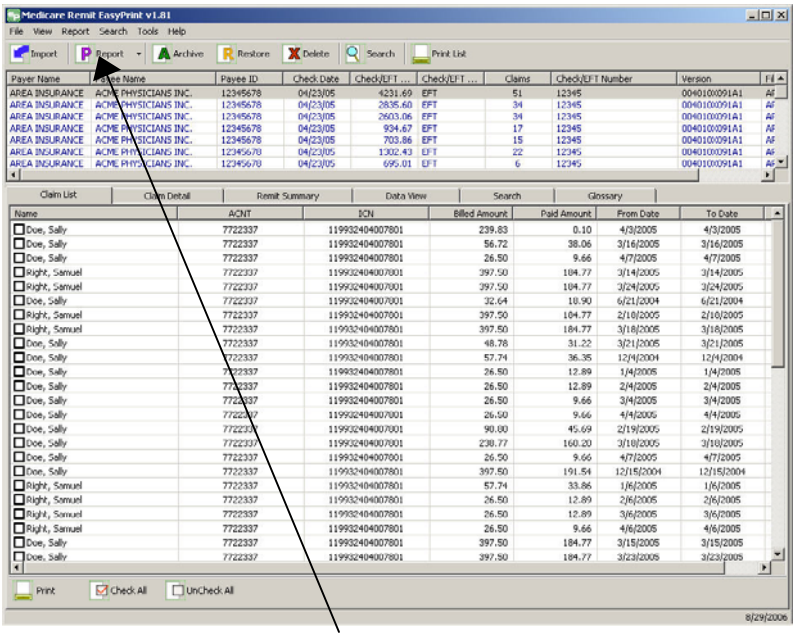
6. Enter the file name.
7. Click the Save button.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Print the Deductible/Co-Insurance Service Lines Report

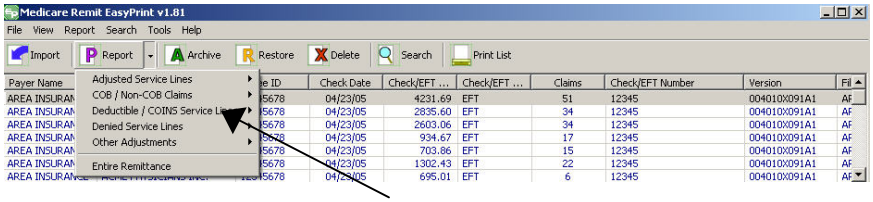
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

   The Report List displays:

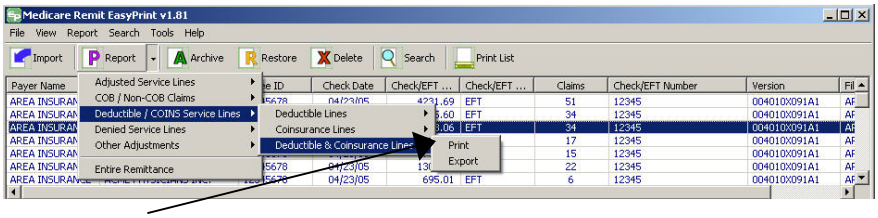


3. Select Deductible/COINS Service Lines.

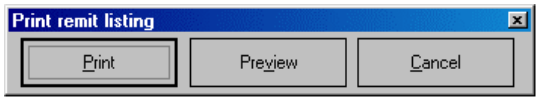
   The Deductible/COIN report options display.

4. Select Deductible & Coinsurance Lines:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



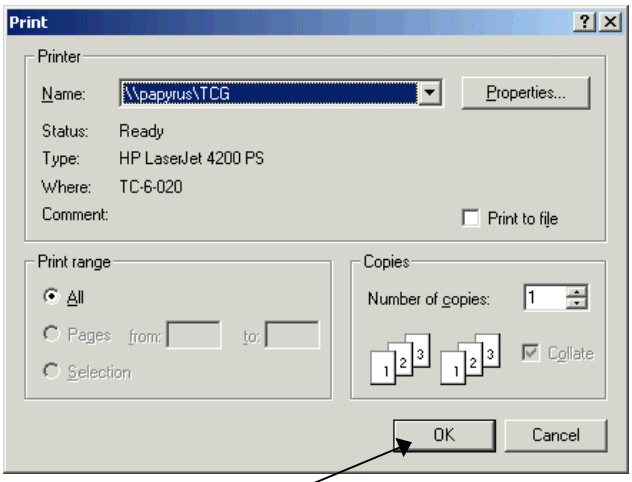
5. Select Print. The Print Options window displays:



6. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



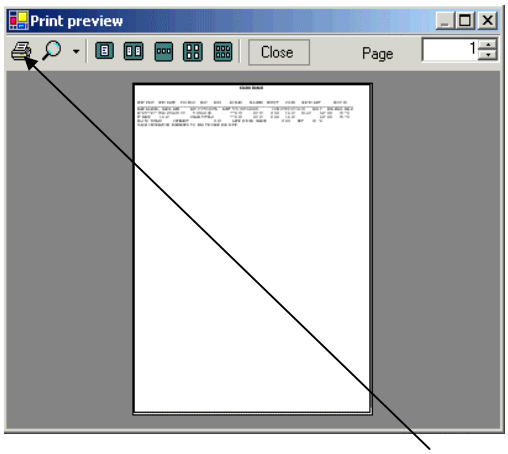
      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

   B. Click Preview to view a preview of the printed page before printing.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Print Preview window opens:



Click at the top of the window.

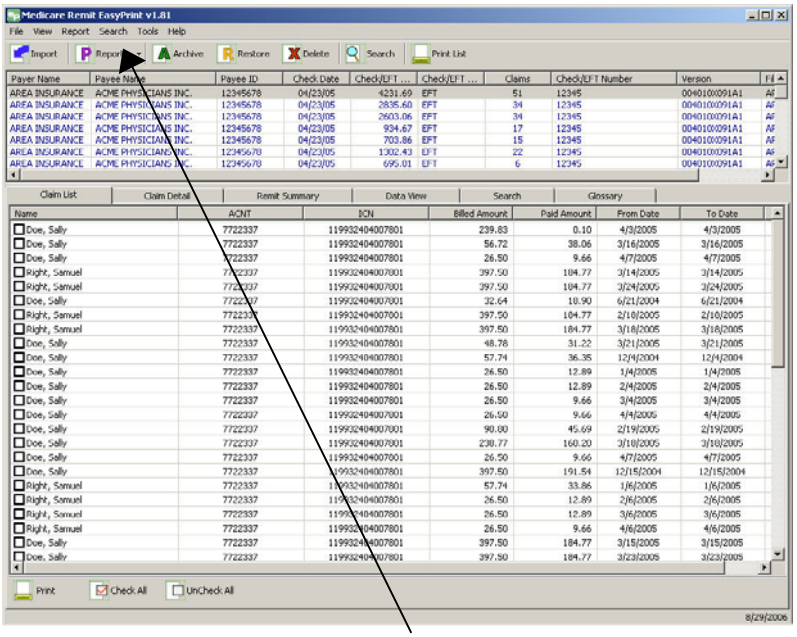
Medicare Remit Easy Print prints the detail at your default printer.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Export the Deductible/Co-Insurance Service Lines Report

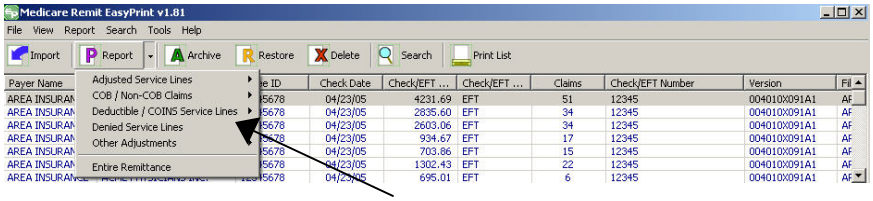
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

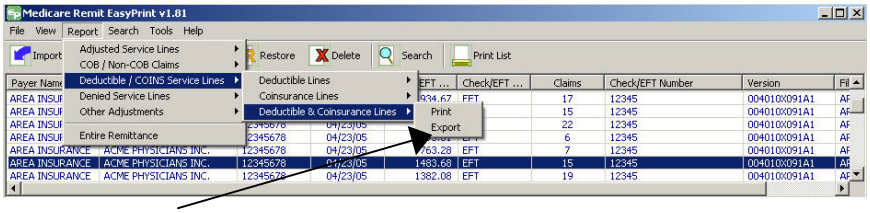
   The Report List displays:



3. Select Deductible/COINS Service Lines.

   The Deductible/COINS report options display.

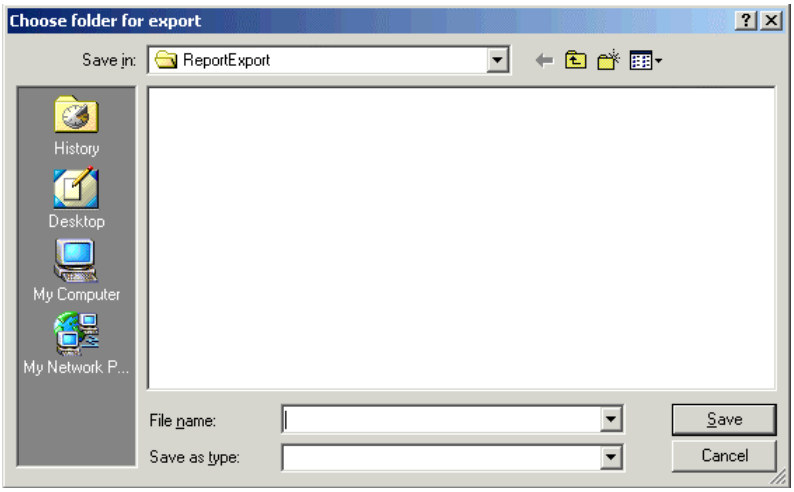
4. Select the Deductible & Coinsurance Lines:



5. Select Export.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

The Export folder window opens:



Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.

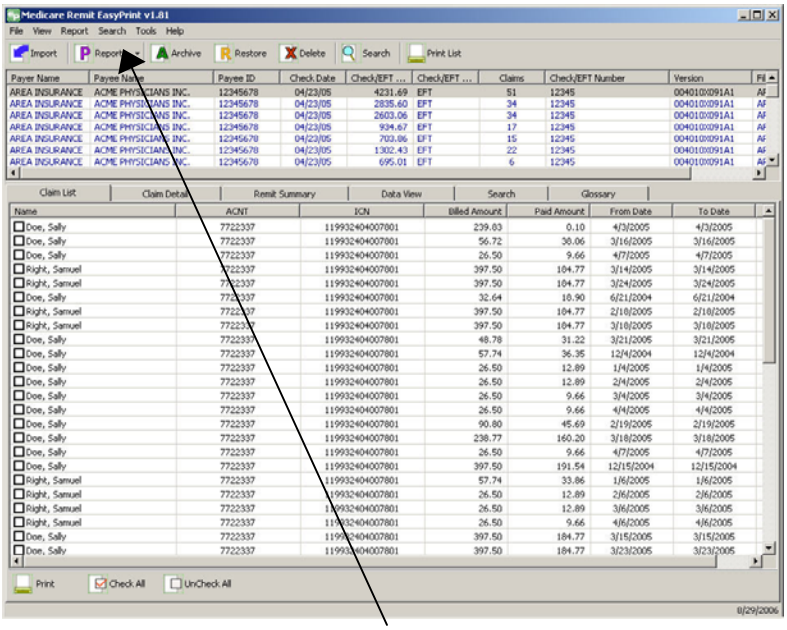
6. Enter the file name.
7. Click the Save button.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Print the COB Claims Report

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

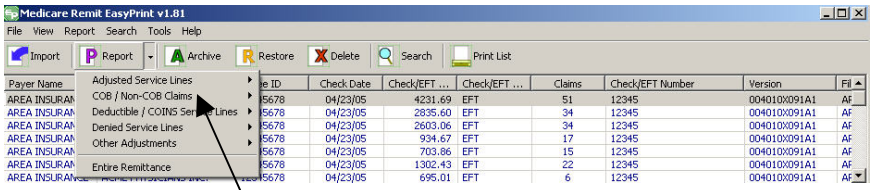
   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

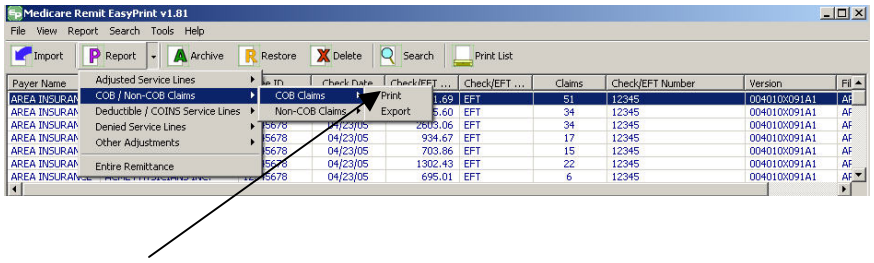
   The Report List displays:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



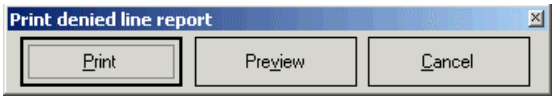
3. Select COB/Non-COB Claims. Select COB Claims.

   The Print and Export options display:



4. Select Print.

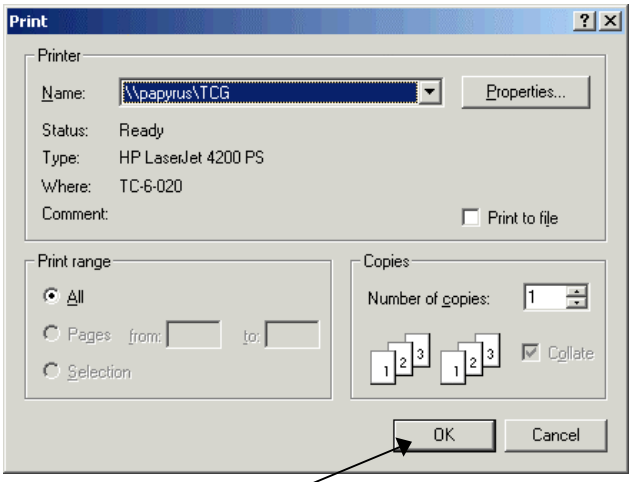
   The Print Options window opens:



5. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



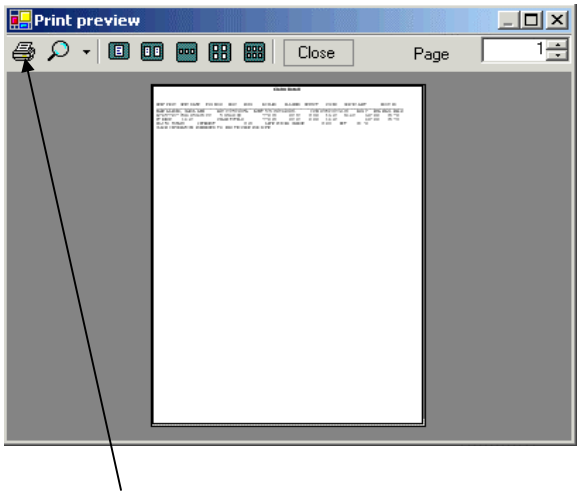
      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

B. Click Preview to view a preview of the printed page before printing.

The Print Preview window opens:



Click at the top of the window.

Medicare Remit Easy Print prints the detail at your default printer.

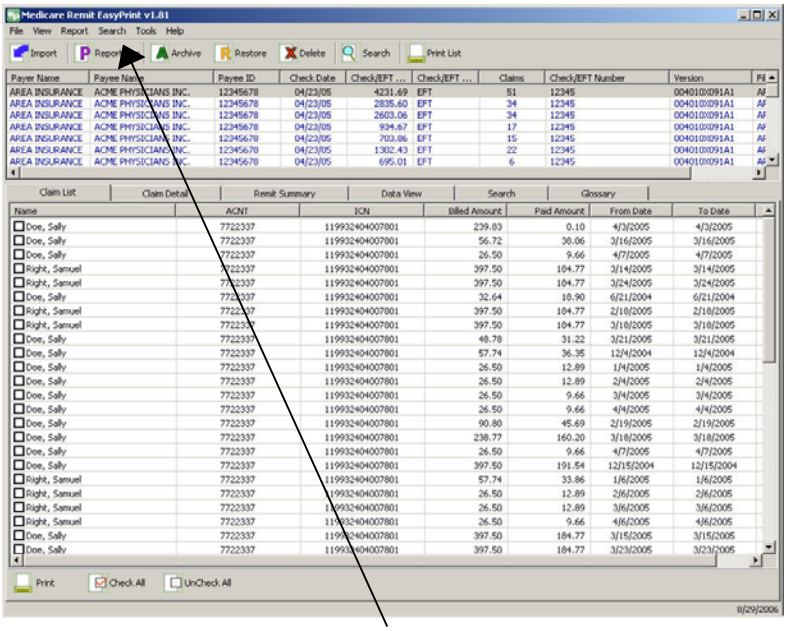
Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Export the COB Claims Report

You export the report in .csv (comma separated values) format.

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

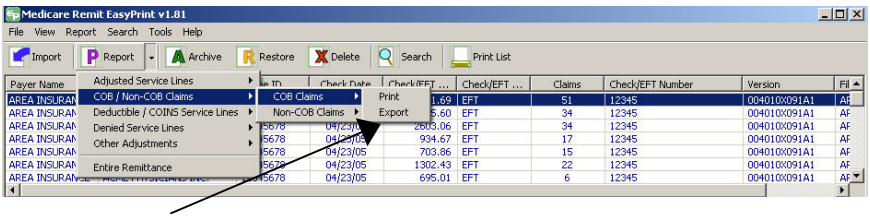


2. Click the down arrow on the Report button.

   The Report List displays.

3. Select COB/Non-COB Claims. Select COB Claims.

   The Print and Export options display:



4. Select Export.

   The Export folder window opens:

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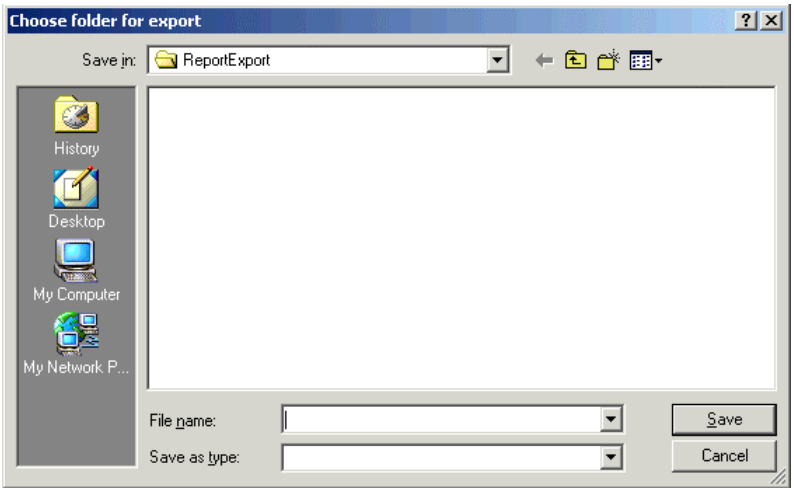
Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.



5. Enter the file name.
6. Click the Save button.

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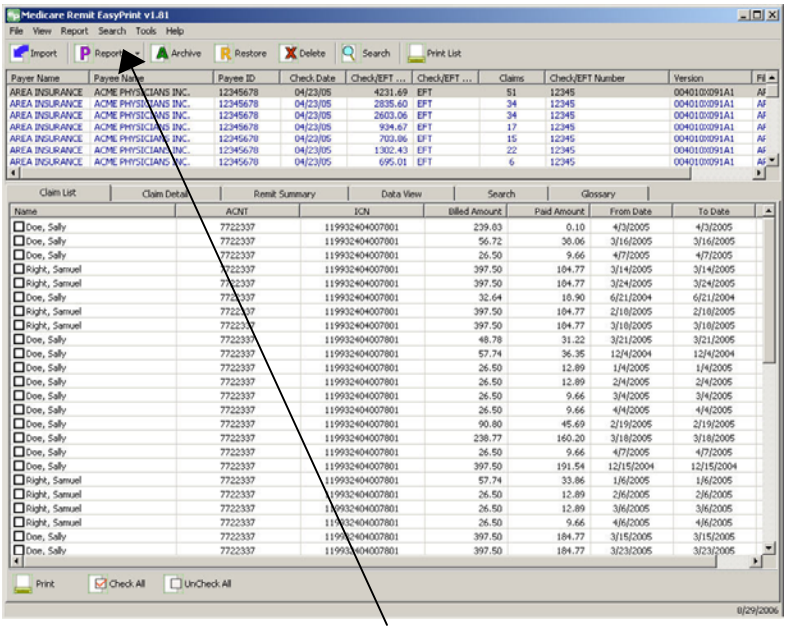
How to Print the Non-COB Claims Report

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

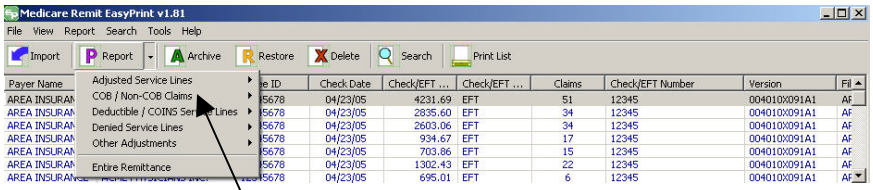
   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

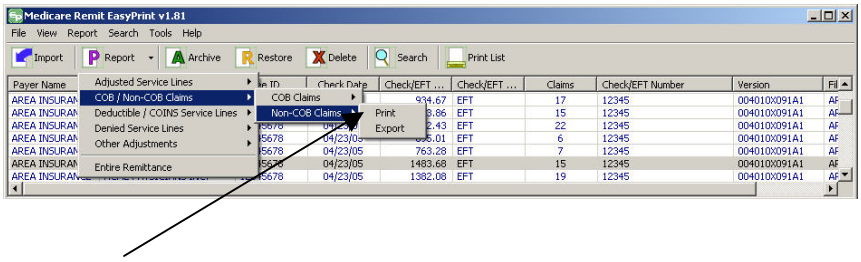
   The Report List displays:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



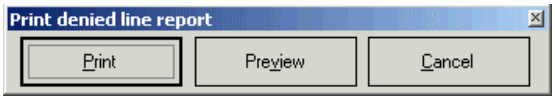
3. Select COB/Non-COB Claims. Select Non-COB Claims.

   The Print and Export options display:



4. Select Print.

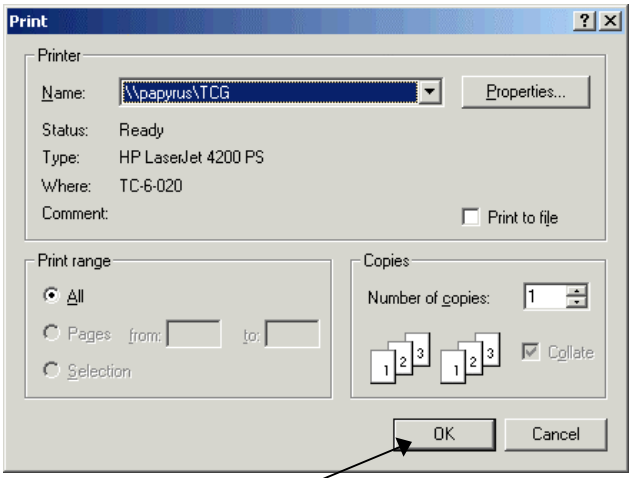
   The Print Options window opens:



5. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

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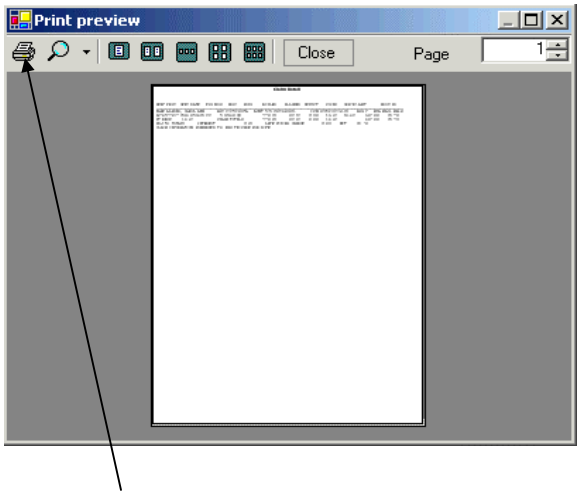
B. Click Preview to view a preview of the printed page before printing.

The Print Preview window opens:



Click at the top of the window.

Medicare Remit Easy Print prints the detail at your default printer.

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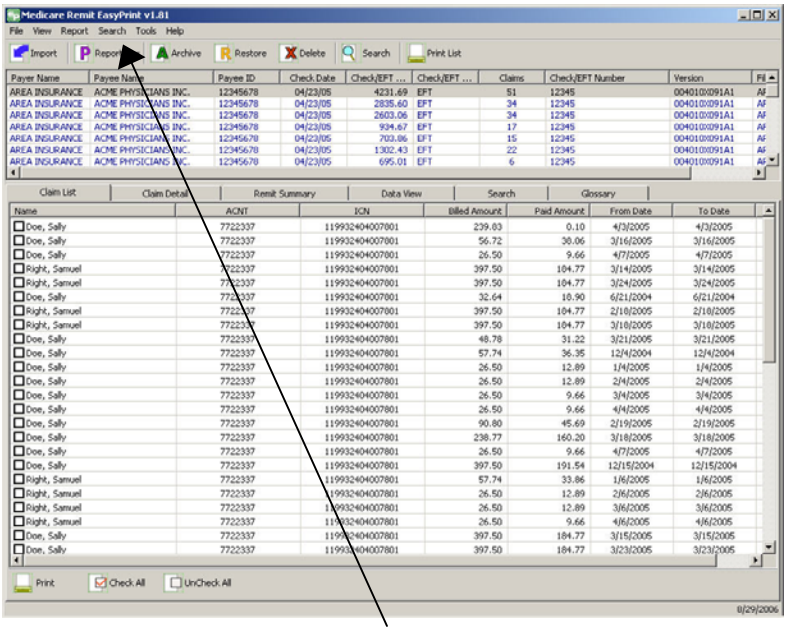
How to Export the Non-COB Claims Report

You export the report in .csv (comma separated values) format.

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

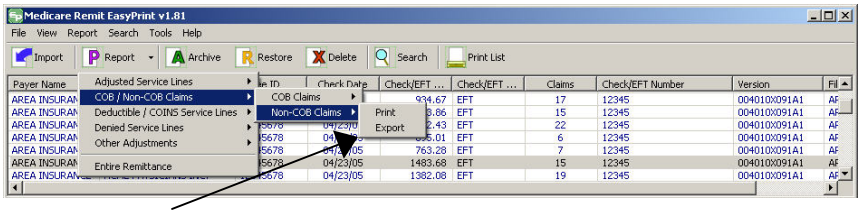


2. Click the down arrow on the Report button.

   The Report List displays.

3. Select COB/Non-COB Claims. Select Non-COB Claims.

   The Print and Export options display:

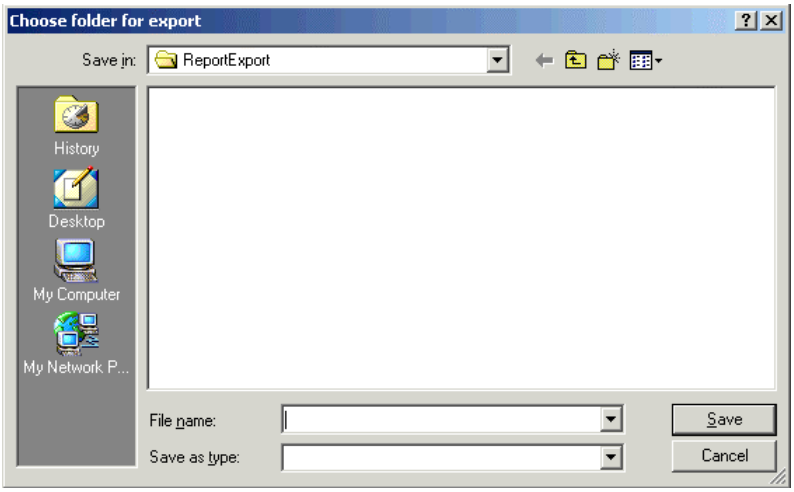


4. Select Export.

   The Export folder window opens:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.



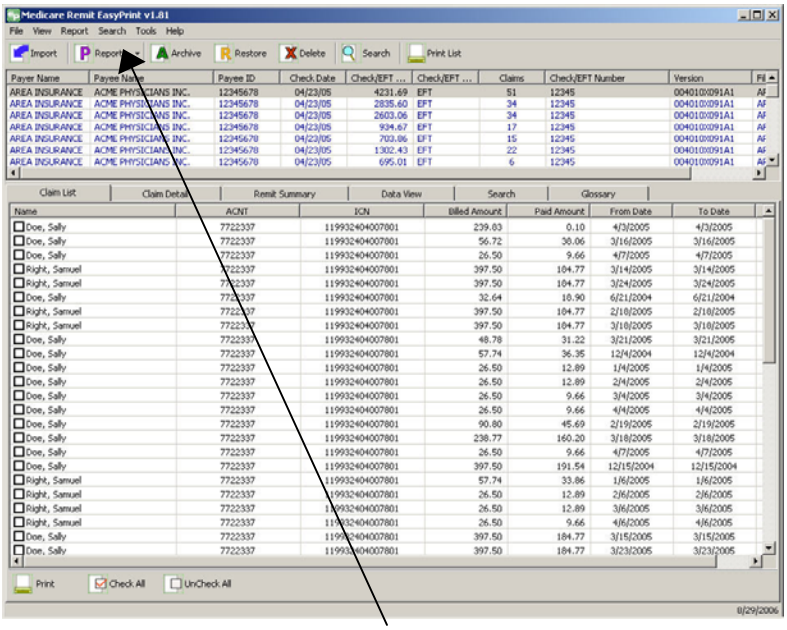
5. Enter the file name.
6. Click the Save button.

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

How to Print the Other Adjustments Report

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

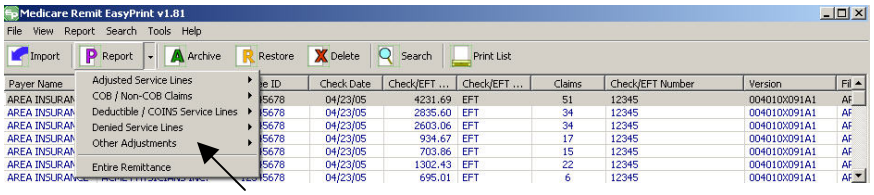
   The Medicare Remit Easy Print Claim List tab opens.



2. Click the down arrow on the Report button.

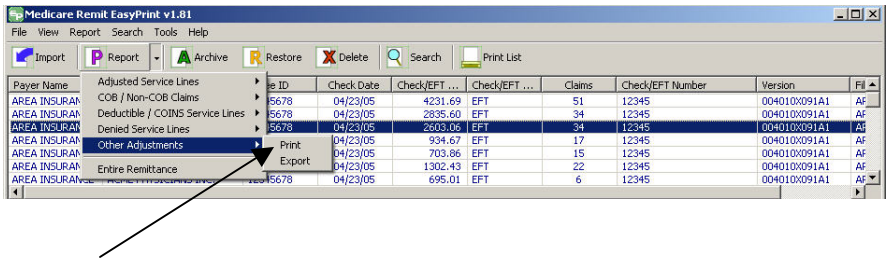
   The Report List displays:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.



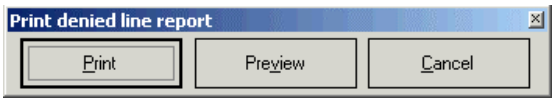
3. Select Other Adjustments.

   The Print and Export options display:



4. Select Print.

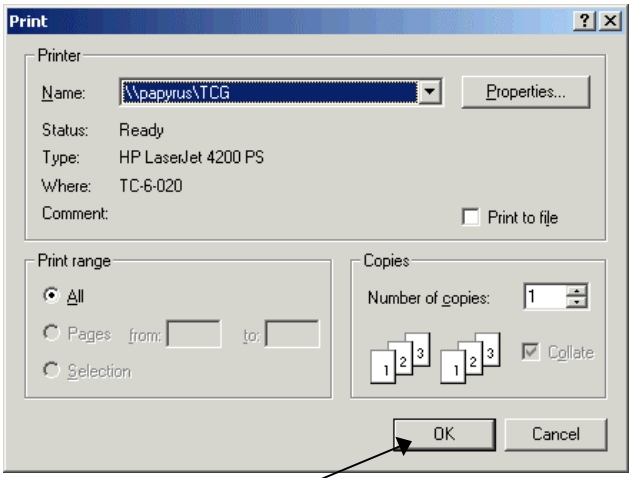
   The Print Options window opens:



5. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

      The Print dialog opens, for example:



      If you need to change the properties, click Properties and make changes as necessary.

      Click OK. Medicare Remit Easy Print prints the detail at your default printer.

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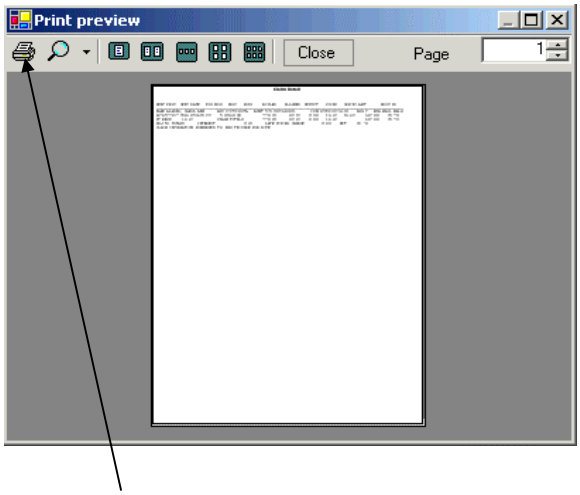
B. Click Preview to view a preview of the printed page before printing.

The Print Preview window opens:



Click at the top of the window.

Medicare Remit Easy Print prints the detail at your default printer.

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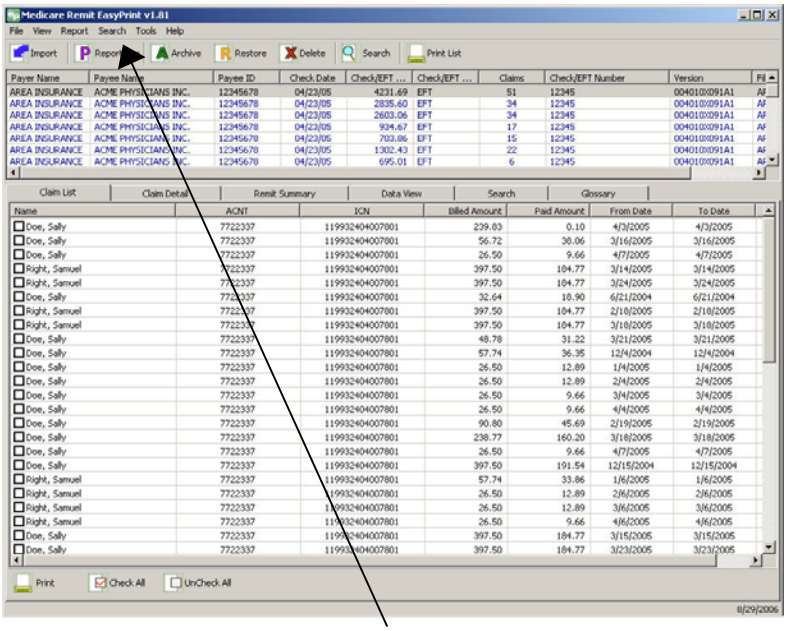
How to Export the Other Adjustments Report

You export the report in .csv (comma separated values) format.

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.

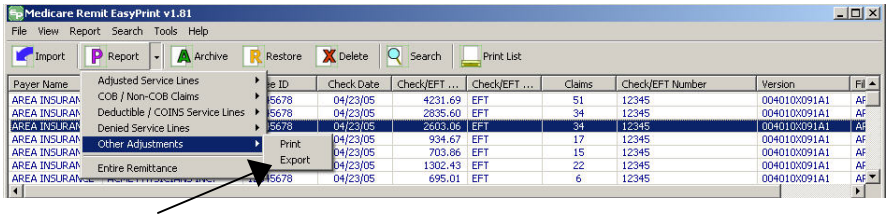


2. Click the down arrow on the Report button.

   The Report List displays.

3. Select Other Adjustments.

   The Print and Export options display:

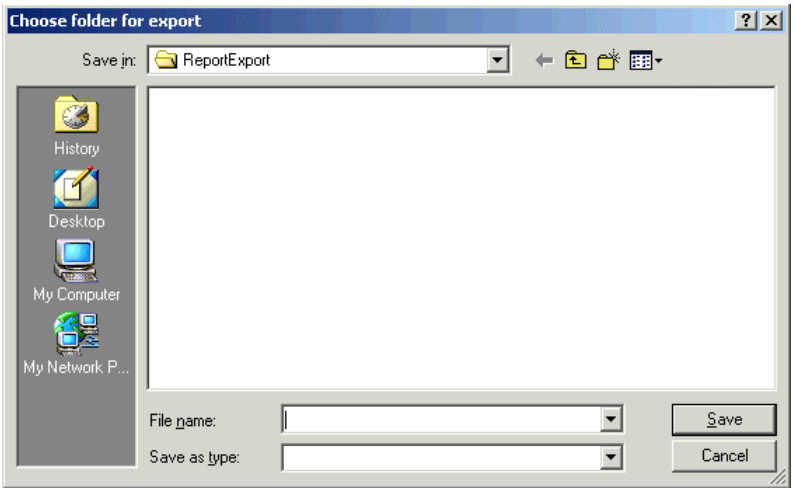


4. Select Export.

   The Export folder window opens:

Use or disclosure of the information contained on this page is subject to the restrictions on the title page of this document.

Hint:
When you export, the default folder is the ReportExport folder in the Medicare Remit Easy Print directory. You can select another location using the Save in drop-down list.



5. Enter the file name.
6. Click the Save button.

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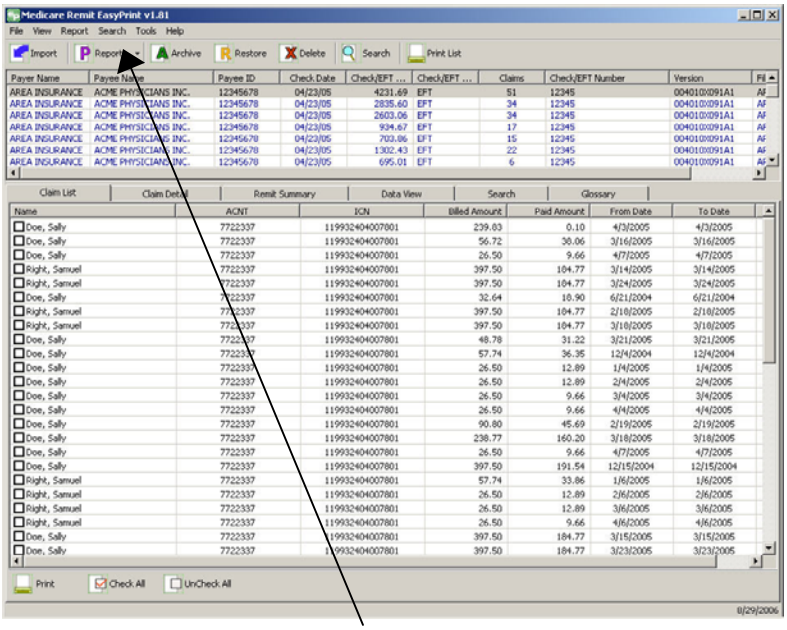
How to Print the Entire Remittance Report

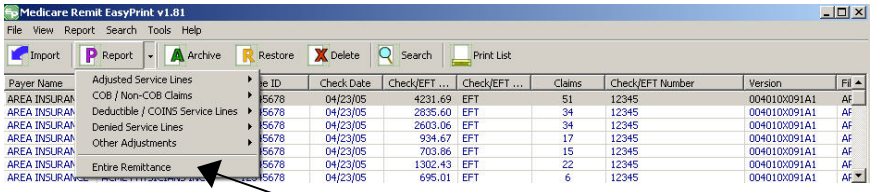
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens.



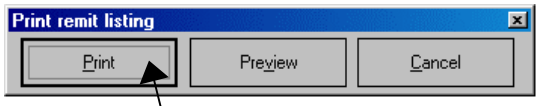
2. Click the down arrow on the Report button.

   The Report List displays:



3. Select Entire Remittance.

   The Print Options window displays:



5. Print the detail listing in one of the following ways:

   A. Click Print to print the detail without previewing it.

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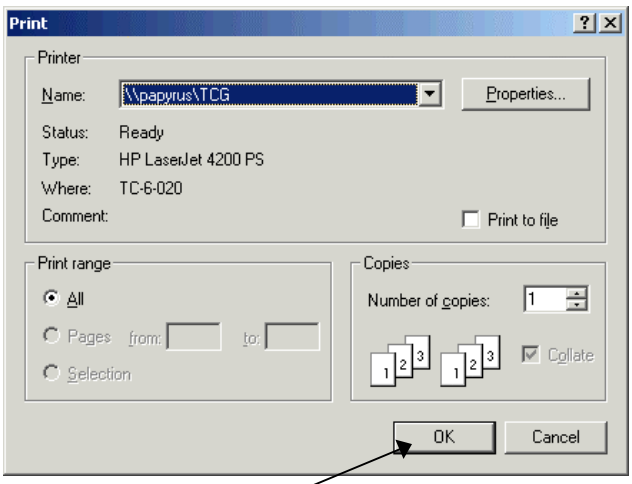
The Print dialog opens, for example:

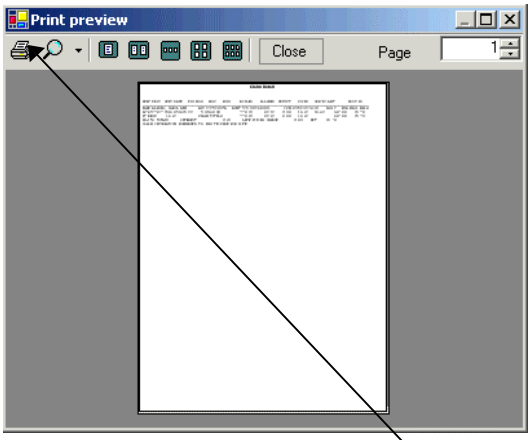


If you need to change the properties, click Properties and make changes as necessary.

Click OK. Medicare Remit Easy Print prints the detail at your default printer.

B. Click Preview to view a preview of the printed page before printing.

The Print Preview window opens:



Click at the top of the window.

Medicare Remit Easy Print prints the detail at your default printer.

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Housekeeping for the Import files

Housekeeping includes:

- Archiving files
- Restoring files
- Deleting files

Archiving Import files

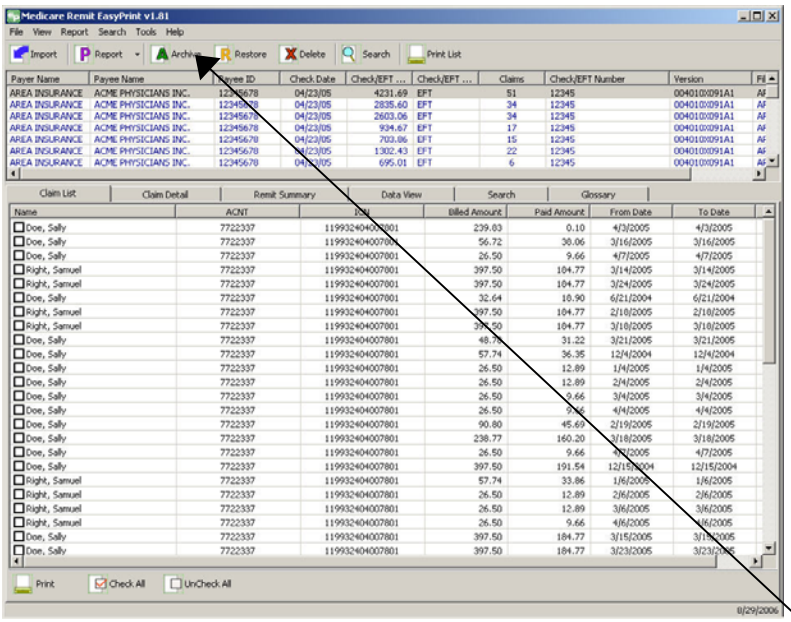
Medicare Remit Easy Print does NOT automatically archive any Import file, and Import files can slow down the processing time of the PC.

Therefore, Medicare Remit Easy Print lets you archive Import files. The location you choose for the archive must have adequate security to protect PHI.

How to Archive Import files

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens:



2. On the top of the window, select the file that you want to archive and click the Archive button.

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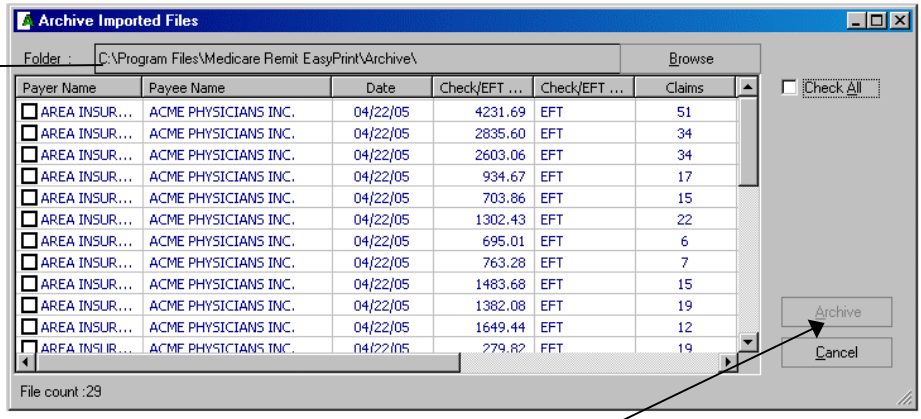
The Archive Imported Files window opens:



Pathname for the Archive folder

Hint:
You can use the Browse button to specify another location for the archived file.

Hint:
You can use the Check All checkbox to select all the claims.

3. Select the file(s) you want to archive by checking the box(es).

   This activates the Archive button.

4. Click the Archive button.

   Medicare Remit Easy Print moves the file to the Archive folder.

Restoring Import files

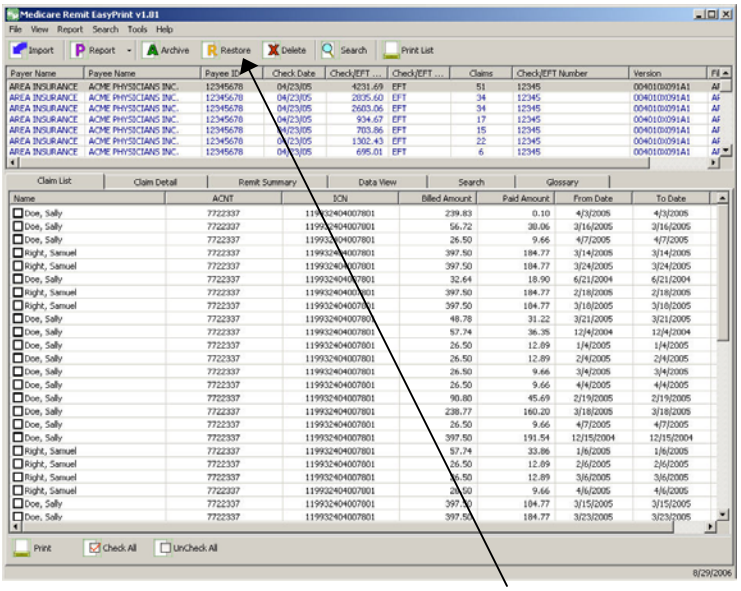
You can restore an Import file after you have archived it.

For information about archiving Import files, see page 131.

How to Restore Import files

1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens:



2. On the top of the window, click the Restore button.

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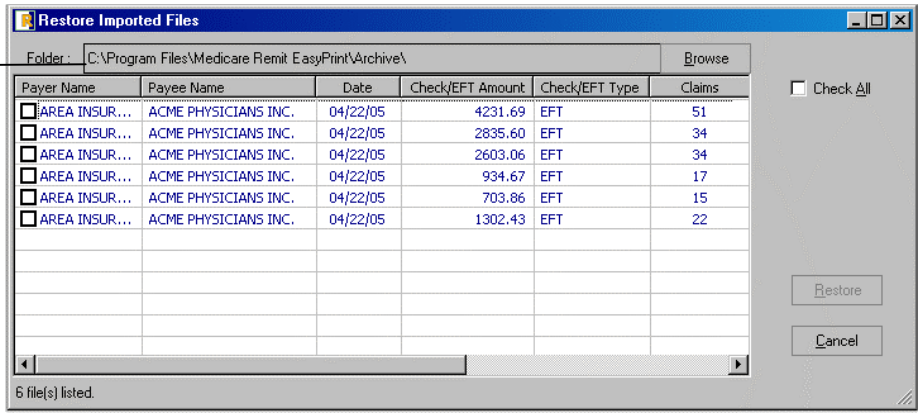
The Restore Imported Files window opens:

Pathname for the Archive folder



Hint:
You can use the Check All checkbox to select all the claims.

3. Select the file(s) you want to restore by checking the box(es).

   This activates the Restore button.

4. Click the Restore button.

   Medicare Remit Easy Print moves the file from the Archive folder to the Import folder. The file is now available for viewing.

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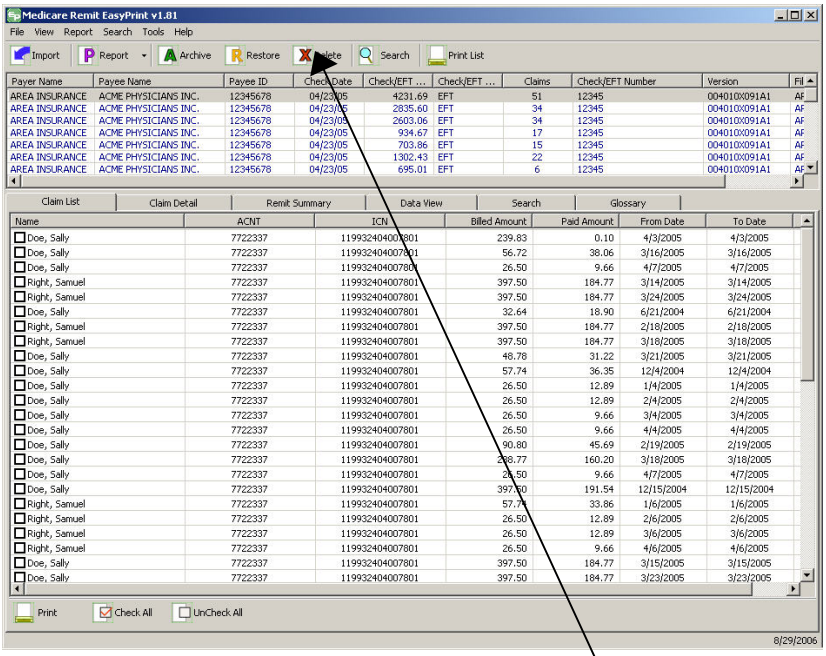
Deleting Import files

If you delete an Import file by mistake, you must re-import HIPAA 835 file. You cannot restore the Import file.

How to Delete a Import file

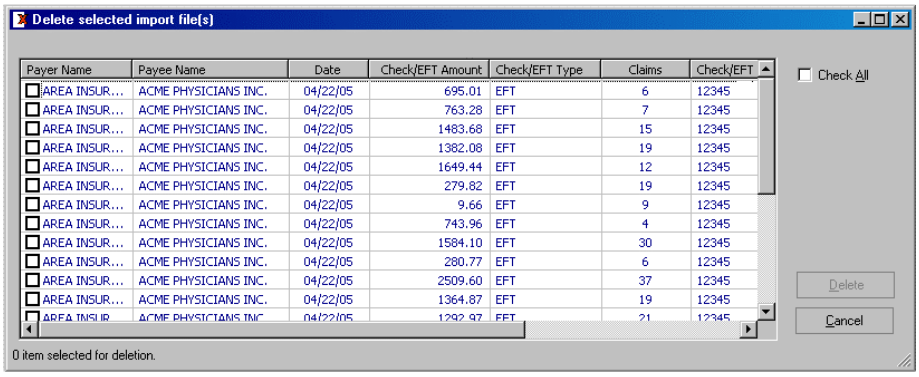
1. Open Medicare Remit Easy Print by double-clicking the Medicare Remit Easy Print icon .

   The Medicare Remit Easy Print Claim List tab opens:



2. On the top of the window, click the Delete button.

   The Delete Imported Files window opens:



3. Select the file(s) you want to delete by checking the box(es).

   This activates the Delete button.

4. Click the Delete button.

   Medicare Remit Easy Print deletes the file(s).

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Using Keystroke Shortcuts

You can use a series of keystrokes to complete a number of tasks.

To do this	Use this combination
Import a HIPAA 835 file	Alt + F + I
View a list of claims	Alt + V + L
View claim detail	Alt + V + D
View totals	Alt + V + S
View the way the data is stored in the file	Alt + V + V
Search the Remittance Advice	Alt + V + E Or Alt + S + S
View the CARC and RARC codes for the Remittance Advice	Alt + V + G
Look up the meaning of a CARC/RARC code	Alt + T + C
Print the Denied Service Lines Report	Alt + R + D + P
Export the Denied Service Lines Report	Alt + R + D + E
Print the Adjusted Service Lines Report	Alt +R + A + P
Export Adjusted Service Lines Report	Alt +R + A + E
Print the Deductible Service Lines Report	Alt +R + E + P
Export the Deductible Service Lines Report	Alt +R + E + E
Print the Entire Remittance Report	Alt +R + R + P
Archive Import files	Alt + T + A
Restore archived Import files	Alt + T + R
Delete Import files	Alt + T + D

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Appendix A: Remittance Advice/ HIPAA 835 Segment Field Crosswalk

This information can help you if you need to troubleshoot the Import file.

Remittance Advice Field	835 Loop ID	835 Segment Field	Identification/Comments
Carrier Name	1000A	N102	N101 = 'PR'
Carrier address	1000A	N301	N101 = 'PR', ADDR1
		N302	N101 = 'PR', ADDR2
Carrier City	1000A	N401	N101 = 'PR'
Carrier State	1000A	N402	N101 = 'PR'
Carrier Zip	1000A	N403	N101 = 'PR'
Provider Name	1000B	N102	N101 = 'PE'
Payee ID	1000B	N104	
Provider Address	1000B	N301	N101 = 'PE', ADDR1
		N302	N101 = 'PE', ADDR2
Provider City	1000B	N401	N101 = 'PE'
Provider State	1000B	N402	N101 = 'PE'
Provider Zip	1000B	N403	N101 = 'PE'
Provider #	1000B	N104 or	N101 = 'PE' & N103 = 'XX'
		REF02	Payee level REF01 = '1C'
Date		BPR16	
Check/EFT #		TRN02	BPR04 = 'CHK' or 'EFT' or 'NON'
Assigned claims			LX01 = '1', pertains only to Medicare
Patient Last Name	2100	NM103	NM101 = 'QC'
Patient First Name	2100	NM104	NM101 = 'QC' / NM102 = '1'
Patient Middle Name	2100	NM105	NM101 = 'QC' / NM102 = '1'
Patient ID (hicn)	2100	NM109	NM108 = 'HN'
ACNT	2100	CLP01	
ICN		CLP07	
ASG	2000		Hard-coded 'Y' for Medicare when LX01 = '1'
MOA	2100	MOA03, MOA04, MOA05, MOA06, MOA07	

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Remittance Advice Field	835 Loop ID	835 Segment Field	Identification/Comments
Rendering provider (REND PROV)	2110	REF02 or	Line level REF01 = '1C' (if different from provider # above)
		REF02 or	Claim level REF01 = '1C' (if different from provider # above)
		NM109	NM101 = '82' & NM108 = 'XX'
Service dates (from)	2110	DTM02	Line level DTM01 = '150' or '472' else Claim level DTM01 = '232'
Service dates (to)	2110	DTM02	Line level DTM01 = '151' or '472' else Claim level DTM01 = '233'
POS	2110	REF02	REF01 = 'LU'
NOS	2110	SVC05	
Submitted Units (SUBNOS)	2110	SVC07	If paid units of service (SVC05) do not equal submitted units of service
Procedure code (Paid – if down-coded then down-code procedure is displayed)	2110	SVC01-2	SVC01-1 = 'HC' or 'N4'
Procedure code modifiers	2110	SVC01-3, SVC01-4, SVC01-5, SVC01-6	SVC01-1 = 'HC' or 'N4'
Billed amt	2110	SVC02	
Allowed amt	2110	AMT02	AMT01 = 'B6'
Deductible amt	2110	CAS03 or CAS06 or CAS09 or CAS12 or CAS15 or CAS18	CAS01 = 'PR' & (CAS02 = '1' or CAS05 = '1' or CAS08 = '1' or CAS11 = '1' or CAS14 = '1' or CAS17 = '1')
Coinsurance amt	2110	CAS03 or CAS06 or CAS09 or CAS12 or CAS15 or CAS18	CAS01 = 'PR' & (CAS02 = '2' or CAS05 = '2' or CAS08 = '2' or CAS11 = '2' or CAS14 = '2' or CAS17 = '2')
Group/Reason code	2110	CAS01-CAS02, CAS05, CAS08, CAS11, CAS14, CAS17	Do not print CAS01 = 'PR' and ((CAS02 = '1' or '2') or (CAS05 = '1' or '2') or (CAS08 '1' or '2') or (CAS11 = '1' or '2') or (CAS14 = '1' or '2') or (CAS17 '1' or '2')); hard-code dash between group code and reason code
Reason code amt	2110	CAS03 or CAS06 or CAS09 or CAS12 or CAS15 or CAS18	Do not print CAS01 = 'PR' and ((CAS02 = '1' or '2') or (CAS05 = '1' or '2') or (CAS08 '1' or '2') or (CAS11 = '1' or '2') or (CAS14 = '1' or '2') or (CAS17 '1' or '2'))
Provider paid amt/line	2110	SVC03	
Submitted procedure code	2110	SVC06-2, SVC06-3, SVC06-4, SVC06-5,	In parentheses

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Remittance Advice Field	835 Loop ID	835 Segment Field	Identification/Comments
		SVC06-6	
Line level remarks	2110	LQ02	LQ01 = 'HE'
Patient responsibility	2100	CLP05	
Claim totals: billed	2100	CLP03	
Claim totals: allowed			Sum of all lines AMT02, when AMT01 = 'B6'
Claim totals: deduct			Sum of all lines CAS monetary amounts, when CAS01 = 'PR' and the corresponding adjustment reason code equals '1'
Claim totals: coinsurance			Sum of all lines CAS monetary amounts, when CAS01 = 'PR' and the corresponding adjustment reason code equals '2'
Claim totals: reason code amts			Sum of all lines CAS monetary amounts, except those associated with adjustment reason codes '1' and '2' (Group code PR)
Claim totals: provider paid amt	2100	CLP04	
Adj to totals: previous paid			Not available
Adj to totals: interest	2100	AMT02	Claim level AMT01 = 'I'
Adj to totals: late filing charge	2110		Sum of all line level AMT02, when AMT01 = 'KH'
Net			Sum of all the line level provider paid amts plus adj to totals: interest minus adj to totals: late filing charge
Claim information forwarded to:	2100	NM103 (Carrier name)	NM101 = 'TT' or NM102 = '2'
Totals: # of claims			Number of CLP segments within a LX
Totals: billed amt			Sum of CLP03
Totals: allowed amt			Sum of AMT02 when AMT01 = 'B6'
Totals: deduct amt			Sum of CAS monetary amts, when CAS01 = 'PR' and the corresponding adjustment reason code equals '1'

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Appendix A: Remittance Advice/ HIPAA 835 Segment Field Crosswalk

Remittance Advice Field	835 Loop ID	835 Segment Field	Identification/Comments
Totals: coinsurance amt			Sum of CAS monetary amts, when CAS01 = 'PR' and the corresponding adjustment reason code equals '2'
Totals: reason code amt			Sum of CAS monetary amounts, excepting those associated with adjustment reason codes '1' and '2'
Totals: provider pd amt			Sum of CLP04
Totals: provider adjustment amt			Sum of AMT02 when AMT01 = a valid value
Check amt		BPR02	
Provider adjustment details: PLB reason code		PLB03-1, PLB05-1,	
		PLB07-1, PLB09-1,	
		PLB11-1, PLB13-1	
Provider adjustment details: FCN		Positions 3 - 19 of PLB03-2, PLB05-2, PLB07-2, PLB09-2, PLB11-2, PLB13-2	
Provider adjustment details: HIC		Positions 20 - 30 of PLB03-2, PLB05-2, PLB07-2, PLB09-2, PLB11-2, PLB13-2	
Provider adjustment details: amount		PLB04, PLB06, PLB08, PLB10, PLB12, PLB14	
Summary of non-assigned claims			LX01 = '0', pertains only to Medicare
Patient Last Name	2100	NM103	NM101 = 'QC'
Patient First Name	2100	NM104	NM101 = 'QC' / NM102 = '1'
Patient Middle Name	2100	NM105	NM101 = 'QC' / NM102 = '1'
Patient ID (hicn)	2100	NM109	NM108 = 'HN'
Account Nbr	2100	CLP01	
ICN		CLP07	
ASG	2000		Hard-coded 'N' for Medicare when LX01 = '0'
MOA	2100	MOA03, MOA04,	
		MOA05, MOA06,	
		MOA07	

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Appendix A: Remittance Advice/ HIPAA 835 Segment Field Crosswalk

Remittance Advice Field	835 Loop ID	835 Segment Field	Identification/Comments
Rendering provider (REND PROV)	2110	REF02 or	Line level REF01 = '1C' or 'HPI' (if different from provider # above)
		REF02 or	Claim level REF01 = '1C' (if different from provider # above)
		NM109	NM101 = '82' & NM108 = 'XX'
Service dates (from)	2110	DTM02	Line level DTM01 = '150' or '472' else Claim level DTM01 = '232'
Service dates(to)	2110	DTM02	Line level DTM01 = '151' or '472' else Claim level DTM01 = '233'
POS	2110	REF02	REF01 = 'LU'
NOS	2110	SVC05	
Submitted Units (SUBNOS)	2110	SVC07	If paid units of service (SVC05) do not equal submitted units of service
Procedure code (Paid – if down-coded then down-code procedure is displayed)	2110	SVC01-2	SVC01-1 = 'HC' or 'N4'
Procedure code modifiers	2110	SVC01-3, SVC01-4, SVC01-5, SVC01-6	SVC01-1 = 'HC' or 'N4'
Billed amt	2110	SVC02	
Allowed amt	2110	AMT02	AMT01 = 'B6'
Deductible amt	2110	CAS03 or CAS06 or CAS09 or CAS12 or CAS15 or CAS18	CAS01 = 'PR' & (CAS02 = '1' or CAS05 = '1' or CAS08 = '1' or CAS11 = '1' or CAS14 = '1' or CAS17 = '1')
Coinsurance amt	2110	CAS03 or CAS06 or CAS09 or CAS12 or CAS15 or CAS18	CAS01 = 'PR' & (CAS02 = '2' or CAS05 = '2' or CAS08 = '2' or CAS11 = '2' or CAS14 = '2' or CAS17 = '2')
Group/Reason code	2110	CAS01-CAS02, CAS05, CAS08, CAS11, CAS14, CAS17	Do not print CAS01 = 'PR' and ((CAS02 = '1' or '2') or (CAS05 = '1' or '2') or (CAS08 '1' or '2') or (CAS11 = '1' or '2') or (CAS14 = '1' or '2') or (CAS17 '1' or '2')); hard-code dash between group code and reason code
Reason code amt	2110	CAS03 or CAS06 or CAS09 or CAS12 or CAS15 or CAS18	Do not print CAS01 = 'PR' and ((CAS02 = '1' or '2') or (CAS05 = '1' or '2') or (CAS08 '1' or '2') or (CAS11 = '1' or '2') or (CAS14 = '1' or '2') or (CAS17 '1' or '2'))
Provider paid amt/line	2110	SVC03	

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Appendix A: Remittance Advice/ HIPAA 835 Segment Field Crosswalk

Remittance Advice Field	835 Loop ID	835 Segment Field	Identification/Comments
Submitted procedure code	2110	SVC06-2, SVC06-3, SVC06-4, SVC06-5, SVC06-6	In parentheses
Line level remarks	2110	LQ02	LQ01 = 'HE'
Patient responsibility	2100	CLP05	
Claim totals: billed	2100	CLP03	
Claim totals: allowed			Sum of all lines AMT02, when AMT01 = B6.
Claim totals: deduct			Sum of all lines CAS monetary amounts, when CAS01 = 'PR' and the corresponding adjustment reason code equals '1'
Claim totals: coinsurance			Sum of all lines CAS monetary amounts, when CAS01 = 'PR' and the corresponding adjustment reason code equals '2'
Claim totals: reason code amts			Sum of all lines CAS monetary amounts, excepting those associated with adjustment reason codes '1' and '2'
Claim totals: provider paid amt	2100	CLP04	
Adj to totals: previous paid			Not available
Adj to totals: interest	2100	AMT02	Claim level AMT01 = 'I'
Adj to totals: late filing charge	2110		Sum of all line level AMT02, when AMT01 = 'KH'
Net			Sum of all the line level provider paid amts plus adj to totals: interest minus adj to totals: late filing charge
Claim information forwarded to:	2100	NM103	NM101 = 'TT' / NM102 = '2'
Glossary		MOA03, MOA04, MOA05, MOA06, MOA07, CAS01, CAS02, CAS05, CAS08, CAS11, CAS14, CAS17	If there are duplicates, only print once

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Notes:

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